



**CITY OF HUTCHINS
CITY COUNCIL MEETING
AGENDA**

**Tuesday, July 08, 2025 at 6:30 PM
City Hall, 321 N. Main Street**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the Hutchins City Council to be held on Tuesday, July 8, 2025 at 6:30 p.m. at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items will be discussed and considered.

City Council Members

Mayor Mario Vasquez
Mayor Pro Tem Steve Nichols
Councilmember Brenda Campbell
Councilmember Raymond Elmore
Councilmember Demarcus Odom
Councilmember America Rodriguez

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. CITIZEN COMMENTS - *This agenda item provides an opportunity for citizens to address the City Council on any matter that is not posted on the agenda. Anyone wishing to address the City Council should complete a Citizen Comments Form and submit it to the City Secretary prior to the start of the City Council meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the City Council cannot discuss issues raised or make any decision at this time.*

D. CONSENT AGENDA - *All items presented in the Consent Agenda require no deliberation by the Council. Each Council member has the opportunity of removing an item from this agenda so that it may be considered separately.*

1. Consider approval of city council meeting minutes for April and May 2025. Presented by: Cynthia Olguin

E. PRESENTATIONS

2. A report by Mayor Vasquez on a proposed development for apartments. Presented by Mayor Vasquez
3. Presentation concerning a 59.2721-acre tract of land in the U Wuthrick Abstract 1518, Page 030, Tract 1.1. More commonly described as 1005 S. Ih-20. Presented by: Tim Rawlings

F. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the City Council reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

4. Discuss and consider Resolution R2025-07-1271, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING THE ESTABLISHMENT AND ADOPTION OF THE CITY'S TITLE VI NON-DISCRIMINATION PLAN; AND PROVIDING FOR AN EFFECTIVE
5. DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator Discuss and consider Resolution R2025-07-1272, OF THE CITY OF HUTCHINS SUSPENDING THE JULY 31, 2025 EFFECTIVE DATE OF ONCOR ELECTRIC DELIVERY COMPANY'S REQUESTED RATE CHANGE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR TO HIRE LEGAL AND CONSULTING SERVICES AND TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL FOR THE STEERING COMMITTEE Presented by: Katherine Lindsey, Assistant to the City Administrator
6. Discuss and consider Resolution R2025-07-1273 of the CITY COUNCIL of the CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE CONSTRUCTION CONTRACT FOR TXDOT GREEN RIBBON PROJECT LANDSCAPING IMPROVEMENTS OF I-45 CITY OF HUTCHINS BEAUTIFICATION PROJECT. Presented by: Mamun Yusuf, Director of Public Works

G. ITEMS OF COMMUNITY INTEREST

7. City Council Meeting, Monday, July 21, 2025, 6:30 pm, Hutchins City Hall, 321 N. Main St., Hutchins

Atwell Public Library Board Meeting, Tuesday, July 22, 2025, 6:30 p.m., Hutchins City Hall, 321 N. Main St., Hutchins.


Planning and Zoning Commission Meeting, Monday, July 28, 2025, 6:00 pm, Hutchins City Hall, 321 N. Main St., Hutchins.

Back to School BBQ, Saturday, August 2, 2025, 12:00 p.m. - 2:30 p.m., Campbell Park, 200 S. Denton St.

H. ADJOURN

CERTIFICATION

I certify that a copy of the July 8, 2025, agenda of items to be considered by the Hutchins City Council was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on Thursday, July 3, 2025, before 6:30 p.m.


Cynthia Olguin
City Secretary



ACCESSIBILITY STATEMENT

The meeting location is wheelchair accessible from the front door. Request for special services must be received at least 48 hours in advance of scheduled meeting. For assistance, please call the office of the City Secretary at 972-225-6121 or email the City Secretary at colguin@cityofhutchins.org



STAFF REPORT

MEETING DATE: July 8, 2025

MEETING TYPE: City Council Meeting

SUBMITTED BY: Cynthia Olguin

AGENDA CAPTION: Consider approval of city council meeting minutes for April and May 2025 Presented by: Cynthia Olguin

Background Information

Consider approval of the meeting minutes:

- April 7, 2025, Regular Council Meeting
- April 21, 2025, Regular Council Meeting
- May 13, 2025, Regular Council Meeting
- May 19, 2025, Council Work Session

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends approval of the minutes.

Supporting Documentation and Attachments



**CITY OF HUTCHINS
CITY COUNCIL MEETING
MINUTES
Monday, April 07, 2025, at 6:30 PM
City Hall, 321 N. Main Street**

A Regular Meeting of the Hutchins City Council was held on Monday, April 7, 2025, at 6:30 p.m. at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items will be discussed and considered.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Vasquez called the meeting to order at 6:30 p.m. and announced a quorum.

PRESENT

- Mayor Mario Vasquez
- Mayor Pro Tem Steve Nichols
- Councilmember Brenda Campbell
- Councilmember Dominic Didehbani
- Councilmember Raymond Elmore
- Councilmember Demarcus Odom

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. James Spence gave the invocation, and Councilmember Odom led the Pledge of Allegiance.

C. CITIZEN COMMENTS -

Tyne Rogers, Hutchin’s resident, commented on the need for speed humps and signage on this street.

D. PRESENTATIONS

- 1. Receive a presentation regarding the new Recreation Center and Library Building site plan. Presented by: MaryAnn Mitchell, BCI**

This item was postponed until the April 21, 2025, meeting.

- 2. Receive a presentation pertaining to IPTMA and STAR Transit general updates and funding. Presented by: Laura Freeland and STAR Transit**

Laura Freeland introduced Kim Britton, Deputy Executive Director for STAR Transit, and Tommy Henrick, Executive Director for STAR Transit.

Ms. Freeland provided an overview of the STAR Transit program, expansion efforts since 2019, an overview of services offered within the STAR Transit portfolio, key elements of the business

model, and the notice that NCTCOG funding for STAR Transit is scheduled to expire in September 2025.

The council discussed service options for the city, proposed door-to-door service, educating riders, costs paid by the city, and the current fee of \$15,000 no longer be paid to TMA.

Mayor Vasquez changed the order of the agenda and asked for Item F.11 to be moved from the Regular Agenda to be discussed and considered.

F. 11. Discuss presented items pertaining to IPTMA and STAR Transit general updates and funding. Presented by: Laura Freeland and STAR Transit

The motion was made by Councilmember Elmore and seconded by Councilmember Didehbani to approve funding for IPTMA and Star Transit. All in favor the motion passed.

Voting Yea: Brenda Campbell, Dominic Didehbani, Raymond Elmore, Steve Nichols, Demarcus Odom

Voting Nay: 0

3. Presentation for City Ordinance for Window Signs. Presented by: Tim Rawlings

Building Official Tim Rawlings provided an update on the Ordinance for Window Signs. Mr. Rawlings informed the council that no business was given warnings or citations. Code Compliance shared information regarding the sign ordinance. The Certificates of Occupancy were issued before the signage was installed. Staff is working on the Zoning ordinance and revisions for improved signage language.

4. A report by Mayor Vasquez on a proposed development in the ETJ area. Presented by Mayor Vasquez

Mayor Vasquez reported that after a meeting with Commissioner John Wiley Price regarding the city's concerns about a multi-family project in the area, Commissioner Price informed him that the project would not be moving forward.

5. Proclamation Communications Officer Appreciation Week. Presented by: Steve Perry, Police Chief, Becky Blanton, Communications Supervisor

Mayor Vasquez presented Chief Perry and Communications Supervisor Becky Blanton a Proclamation in recognition of Communication Officer Appreciation Week.

E. PUBLIC HEARINGS

6. Conduct first Public Hearings for the Post Oak Annexation. Presented by Mamun Yusuf, Director of Public Works, and City Secretary Cynthia Olguin

Director of Public Works Mamun Yusuf presented the item and explained that the annexation was requested by Dallas County. He showed a map highlighting the small area proposed for annexation.

Mayor Vasquez opened the second public hearing at 7:38 p.m. With no registered speakers, the public hearing was closed at 7:39 pm.

7. Conduct second Public Hearings for the Post Oak Annexation. Presented by Mamun Yusuf, Director of Public Works, and City Secretary Cynthia Olguin

Mayor Vasquez opened the second public hearing at 7:38 p.m. With no registered speakers, the public hearing was closed at 7:39 pm.

8. Discuss and consider Ordinance 2025-04-1206 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ANNEXING THE HEREINAFTER DESCRIBED TERRITORY INTO THE CITY OF HUTCHINS, TEXAS, EXTENDING THE BOUNDARY LIMITS OF THE CITY SO AS TO INCLUDE A ±7.87-ACRE TRACT OF LAND (POST OAK ROAD) WITHIN THE CITY’S LIMITS, GRANTING TO ALL INHABITANTS AND OWNERS OF THE TERRITORY ALL OF THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS, AND BINDING THE INHABITANTS BY ALL THE ACTS, ORDINANCES AND REGULATIONS OF THE CITY; ADOPTING A SERVICE PLAN FOR THE DESCRIBED TERRITORY; PROVIDING A CONFLICTS CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. Presented by: Mamun Yusuf, Director of Public Works

The motion was made by Councilmember Didehbani and seconded by Councilmember Elmore to approve Ordinance 2025-04-1206. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Dominic Didehbani, Raymond Elmore, Steve Nichols, Demarcus Odom

Voting Nay: 0

F. REGULAR AGENDA - As authorized by Section 551.071 of the Texas Government Code, the City Council reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

9. Discuss and consider Resolution R2025-04-1256 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ACCEPTING BIDS RECEIVED IN ASSOCIATION WITH THE NEW CITY HALL BUILDING FURNITURE, FIXTURES, AND EQUIPMENT PROJECT; AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH INTERIOR RESOURCES GROUP, LLC., IN AN AMOUNT NOT TO EXCEED \$674,796.87; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

The motion was made by Councilmember Nichols and seconded by Councilmember Elmore to approve Resolution R2025-04-1256. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Dominic Didehbani, Raymond Elmore, Steve Nichols, Demarcus Odom

Voting Nay: 0

10. Discuss and consider Board Appointments. Presented by Cynthia Olguin.

The motion was made by Councilmember Nichols and seconded by Councilmember Elmore to appoint Skyla Pellum as a regular member of the Atwell Public Library Board for the remainder of a two-year term expiring in 2026; and to appoint Cornelius Caldwell as an alternate board member of the Planning and Zoning Commission for the remainder of a two-year term expiring in 2025. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Dominic Didehbani, Raymond Elmore, Steve Nichols, Demarcus Odom

Voting Nay: 0

G. ITEMS OF COMMUNITY INTEREST

11. City Secretary Olguin announced the items of community interest.

H. ADJOURN

Motion made by Councilmember Campbell, seconded by Councilmember Nichols to adjourn the meeting at 7:47 PM. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Dominic Didehbani, Raymond Elmore, Steve Nichols, Demarcus Odom

Voting Nay: 0

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 8th DAY OF JULY 2025.

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary



**CITY OF HUTCHINS
CITY COUNCIL MEETING
MINUTES
Monday, April 21, 2025 at 6:30 PM
City Hall, 321 N. Main Street**

A Regular Meeting of the Hutchins City Council to be held on Monday, April 21, 2025, at 6:30 p.m. located at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items were discussed and considered.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Vasquez called the regular meeting to order at 6:30 p.m. and announced a quorum. Councilmembers Nichols and Odom were absent.

PRESENT

- Mayor Mario Vasquez
- Councilmember Brenda Campbell
- Councilmember Dominic Didehbani
- Councilmember Raymond Elmore
- Councilmember Demarcus Odom

ABSENT

- Mayor Pro Tem Steve Nichols
- Councilmember Demarcus Odom

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Councilmember Campbell gave the invocation, and Councilmember Didehbani led the Pledge of Allegiance.

C. CITIZEN COMMENTS

Teronika Gaines, Hutchins’s resident, spoke on the need for speed humps on Oak Creek Drive.

Paul James, Hutchins’s resident, spoke on the need for street repairs on Palestine and JJ Lemmon.

D. PRESENTATIONS

1. Hutchins Police Department update on the Wilmer Hutchins School Incident. Presented by: Steve Perry Police Chief

Chief Perry provided the Council with an update on the Wilmer-Hutchins school shooting incident and recognized the Hutchins police officers—who were the first to arrive on the scene—for their bravery and swift response.

E. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the City Council reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

2. Discuss Council Retreat Agenda. Presented by James Quin, City Administrator

City Administrator Quin asked for input from Council Members regarding the agenda for the upcoming Council retreat.

Councilmember Didehbani asked Mr. Quin to include a discussion on the location of the proposed recreation center/library complex. Mayor Vasquez asked to include a traffic signal at Palestine and Main. City Administrator Quin informed the council that a traffic study will determine the need for a traffic signal.

3. Discuss and consider a re-plat submitted by Dylan Adame of Kimley-Horn representing (DP Terminal, LP, KTN) for a 78.460-acre tract of land situated in the William L. Wilson Survey, Abstract No. 1553, and the Joseph Manley Survey, Abstract No. 867, City of Hutchins, Dallas County, Texas, according to the plat thereof recorded in Instrument No. 201700285544, Official Public Records, Dallas County, Texas, all of Lot 2, Block B, Prime Pointe Addition, according to plat thereof recorded in Instrument No. 201700233259, Official Public Records, Dallas County, Texas, and being all of that tract of land in the Special Warranty Deed to DP Terminal, LP, recorded in Instrument No. 201700239344 and Instrument No. 202300241028, Official Public Records, Dallas County, Texas, and being more particularly described as 1600 W. Wintergreen Rd.. Presented by: Tim Rawlings

Councilmember Elmore made the motion, seconded by Councilmember Didehbani, to approve the replat as submitted for the 78.460-acre tract of land described as 1600 W. Wintergreen Road. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Dominic Didehbani

Voting Nay:

4. Discuss and consider Resolution No. R2025-04-1257 authorizing the City Administrator to purchase a Generac SG400, 400KW Natural Gas Generator from Waukesha-Pearce Industries, including installation for \$432,245.00. Presented by: Tim Rawlings

Councilmember Didehbani asked about the performance bond and requested additional information regarding the agreement provided.

Councilmember Elmore made the motion, seconded by Councilmember Didehbani, to table this item until the next meeting. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Dominic Didehbani

Voting Nay:

5. Discuss and consider Resolution R2025-04-1258 of the CITY COUNCIL of the CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE AGREEMENT WITH KEISER ELECTRIC INC. TO PROVIDE AND INSTALL A BACKUP GENERATOR AT DALLAS WASEWATER LIFT STATION ON LANGDON ROAD. Presented by: Mamun Yusuf, Director of Public Works

Councilmember Elmore made the motion, seconded by Councilmember Didehbani, to approve Resolution R2025-04-1258. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Dominic Didehbani
Voting Nay:

- 6. **Discuss and consider Ordinance 2025-04-1207 OF THE CITY OF HUTCHINS, TEXAS AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 1 TITLED “GENERAL PROVISIONS” BY AMENDING ARTICLE 1.14 TITLED “PUBLIC GATHERINGS” BY REPEALING DIVISION 2 TITLED “PARADES, CARNIVALS, CIRCUSES AND TENT SHOWS” IN ITS ENTIRETY AND REPLACING IT WITH A NEW DIVISION 2 TITLED “SPECIAL EVENTS” ESTABLISHING REQUIREMENTS FOR SPECIAL EVENTS; AND AMENDING APPENDIX A TITLED “FEE SCHEDULE” BY AMENDING ARTICLE A1.000 TITLED “GENERAL PROVISIONS” BY REPEALING SECTION A1.003 TITLED “PERMIT FEES FOR PARADES, CARNIVALS, CIRCUSES, AND TENT SHOWS” IN ITS ENTIRETY AND REPLACING IT WITH A NEW SECTION A1.003 TITLED “SPECIAL EVENTS”; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EX-CEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator**

Councilmember Elmore made the motion, seconded by Councilmember Didehbani, to approve Ordinance 2025-04-1207. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Dominic Didehbani
Voting Nay:

F. EXECUTIVE SESSION

- 7. **Pursuant to Texas Government Code Section 551.071, Consultation with the City Attorney to receive legal advice regarding pending litigation, to wit: *Atkins Bros. Equipment Co., Inc. vs City of Hutchins; Cause No. DC-25-03945***

Mayor Vasquez convened into Executive Session at 7:20 p.m.

G. RECONVENE INTO REGULAR SESSION

- 8. **Take action, if any, as a result of the Executive Session**

Mayor Vasquez reconvened into Regular Session at 7:35 p.m. No action taken.

H. ITEMS OF COMMUNITY INTEREST

- 9. City Secretary Olguin announced the items of community interest.

I. ADJOURN

Councilmember Campbell made the motion, seconded by Councilmember Elmore, to adjourn the meeting at 7:37 p.m. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Dominic Didehbani
Voting Nay:

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 8th DAY OF JULY 2025.

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary



**CITY OF HUTCHINS
CITY COUNCIL MEETING
MINUTES
Tuesday, May 13, 2025 at 6:30 PM
City Hall, 321 N. Main Street**

A Regular Meeting of the Hutchins City Council was held on Tuesday, May 13, 2025, at 6:30 p.m., located at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items were discussed and considered.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Vasquez called the regular meeting to order at 6:30 p.m. and announced a quorum. Councilmembers Didehbani and Odom were absent.

PRESENT

- Mayor Mario Vasquez
- Mayor Pro Tem Steve Nichols
- Councilmember Brenda Campbell
- Councilmember Raymond Elmore
- Councilmember America Rodriguez

ABSENT

- Councilmember Dominic Didehbani
- Councilmember Demarcus Odom

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Councilmember Campbell gave the invocation, and Councilmember Elmore led the Pledge of Allegiance.

C. ELECTION MATTERS

- 1. Discuss and consider Resolution R2025-05-1257 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, CANVASSING THE RETURNS OF THE MAY 3, 2025, GENERAL ELECTION TO ELECT THREE (3) COUNCIL MEMBERS AT LARGE; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by Cynthia Olguin**

The motion was made by Councilmember Nichols and seconded by Councilmember Campbell to approve Resolution R2025-05-1257. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Steve Nichols.
Voting Nay:

- 2. Issue Statement of Officer and administer Oaths of Office to newly elected Councilmembers.**

The Honorable Cass Calloway issued the Statements of Officer and administered the Oaths of Office to Raymond Elmore and America Rodriguez. Following the oath, Councilmember Rodriguez took her seat on the dais.

3. Discuss and consider the appointment of Mayor Pro-Tem for 2025-2026. Presented by: Cynthia Olguin

The motion was made by Councilmember Elmore and seconded by Councilmember Campbell to appoint Steve Nichols as Mayor Pro Tem for 2025-2026. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Steve Nichols, America Rodriguez.
Voting Nay:

D. CITIZEN COMMENTS:

Aurora Madrigal, a Hutchins resident, congratulated Councilwoman Rodriguez and stated that she represents the diversity of the city.

Felix Madrigal, a Hutchins resident, congratulated newly elected officials and read a statement in support of our elected officials and expectations for council decorum.

E. CONSENT AGENDA - All items presented in the Consent Agenda require no deliberation by the Council. Each Council member has the opportunity of removing an item from this agenda so that it may be considered separately.

4. Consider approval of the city council meeting minutes for March 2025. Presented by: Cynthia Olguin

The motion was made by Councilmember Nichols and seconded by Councilmember Elmore to approve the consent agenda as presented. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Steve Nichols, America Rodriguez.
Voting Nay:

F. PRESENTATIONS

5. 2025 Police Week Proclamation. Presented by: Steve Perry, Police Chief

Mayor Vasquez presented Chief Perry a Proclamation in recognition of Police Week.

G. REGULAR AGENDA - As authorized by Section 551.071 of the Texas Government Code, the City Council reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

6. Discuss and consider Resolution R2025-05-1259 of the CITY COUNCIL of the CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING AN ECONOMIC DEVELOPMENT AGREEMENT MADE BY AND BETWEEN THE HUTCHINS ECONOMIC DEVELOPMENT CORPORATION, A TYPE B ECONOMIC DEVELOPMENT CORPORATION AND CYNTHIA MICKENS MINISTRIES, INC., A TEXAS NONPROFIT CORPORATION. Presented by Guy Brown

The motion was made by Councilmember Elmore and seconded by Councilmember Rodriguez to approve the consent agenda as presented. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Steve Nichols, America Rodriguez.
Voting Nay:

- 7. **Discuss and consider Resolution No. R2025-05-1260 authorizing the City Administrator to purchase a Generac SG400, 400KW Natural Gas Generator from Waukesha-Pearce Industries, including installation for \$435,183.00. Presented by: Tim Rawlings**

The motion was made by Councilmember Nichols and seconded by Councilmember Elmore to approve Resolution R2025-05-1260. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Steve Nichols, America Rodriguez.
Voting Nay:

- 8. **Discuss and consider Resolution R2025-05-1261 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CHIEF OF POLICE TO APPLY FOR GRANT FUNDING TO FUND IN WHOLE OR IN PART A NEW RECORDS MANAGEMENT SYSTEM, FROM THE OFFICE OF THE GOVERNOR (OOG) CRIMINAL JUSTICE DIVISION (CJD) FOR THE FY 2025/2026 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AND AUTHORIZING THE CITY ADMINISTRATOR OR THEIR DESIGNEE TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF HUTCHINS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CRIMINAL JUSTICE DIVISION (CJD) OFFICE OF THE GOVERNOR (OOG). Presented by Chief Steve Perry**

The motion was made by Councilmember Campbell and seconded by Councilmember Nichols to approve Resolution R2025-05-1261. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Steve Nichols, America Rodriguez.
Voting Nay:

- 9. **Discuss and consider Resolution R2025-05-1262 of the CITY COUNCIL of the CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE AGREEMENT WITH FALKENBERG CONSTRUCTION CO., INC. TO PROVIDE AND INSTALL TWO GATEWAY SIGNS AT THE INTERSECTION OF I-45 AND PALESTINE ROAD & DOWDY FERRY ROAD. Presented by: Mamun Yusuf, Director of Public Works**

The motion was made by Councilmember Nichols and seconded by Councilmember Elmore to approve Resolution R2025-05-1262. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Steve Nichols, America Rodriguez.
Voting Nay:

- 10. **Discuss and consider a request to purchase a replacement vehicle. Presented by Fire Chief Stacey Hickson**

The motion was made by Councilmember Elmore and seconded by Councilmember Nichols to approve the purchase of a fire department replacement vehicle. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Steve Nichols, America Rodriguez.
Voting Nay:

11. Discuss and consider Hutchins Animal Shelter Artwork and contract, and authorizing the City Administrator to negotiate and execute the contract. Presented by: Steve Perry, Police Chief

The motion was made by Councilmember Rodriguez and seconded by Councilmember Campbell to approve a contract for Animal Shelter Artwork. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Steve Nichols, America Rodriguez.

Voting Nay:

H. ITEMS OF COMMUNITY INTEREST

12. City Secretary Olguin announced the items of Community Interest.

I. ADJOURN

Councilmember Elmore made the motion, seconded by Councilmember Rodriguez, to adjourn the meeting at 7:17 p.m. All in favor, the motion passed.

Voting Yea: Brenda Campbell, Raymond Elmore, Steve Nichols, America Rodriguez

Voting Nay:

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 8th DAY OF JULY 2025.

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary



**CITY OF HUTCHINS
CITY COUNCIL MEETING
WORK SESSION
MINUTES**

**Monday, May 19, 2025 at 5:30 PM
Hutchins Community Center, 500 W. Hickman Street**

A Work Session of the Hutchins City Council was held on Monday, May 19, 2025, at 5:30 p.m. at the Hutchins Community Center, 500 W. Hickman Street, Hutchins, Texas, at which time the following items were discussed and considered.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Vasquez called roll, announced a quorum, and called the meeting to order at 5:42 p.m.

PRESENT

- Mayor Mario Vasquez
- Councilmember Brenda Campbell
- Councilmember Raymond Elmore
- Councilmember Demarcus Odom
- Councilmember America Rodriguez

ABSENT

- Mayor Pro Tem Steve Nichols

B. WORK SESSION

1. Salary Study Presented by: Karen Steward, HR Director

Human Resources Director Karen Steward presented the proposed Cost of Living Adjustment (COLA) and the Salary Compensation Study and Analysis. Ms. Steward outlined the purpose of the COLA and salary adjustments, steps involved in data collection, and the surrounding cities selected for comparative analysis.

After addressing several questions from the council, Human Resources Director Karen Steward was directed to proceed with the pay plan.

C. ADJOURN

Councilmember Elmore made the motion, seconded by Councilmember Odom, to adjourn the meeting. All in favor, the motion passed 4-0.

Voting Yea: Brenda Campbell, Raymond Elmore, Demarcus Odom, America Rodriguez
Voting Nay: 0

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 8th DAY OF JULY 2025.

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary



STAFF REPORT

MEETING DATE: July 8, 2025

MEETING TYPE: City Council

SUBMITTED BY: Tim Rawlings

AGENDA CAPTION: Presentation concerning a 59.2721-acre tract of land in the U Wuthrick Abstract 1518, Page 030, Tract 1.1. More commonly described as 1005 S. Ih-20. Presented by: Tim Rawlings

Background Information

Bill Pletch is currently developing the eastern end of this property and is interested in expanding and developing the rest of the property, part of which would be a permanent concrete batch plant. This property is zoned Light Industrial (LI) which allows this use by Specific Use Permit only. Mr. Pletch wished the opportunity to introduce himself to Council and present his plan prior to formal submittal of his development application.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

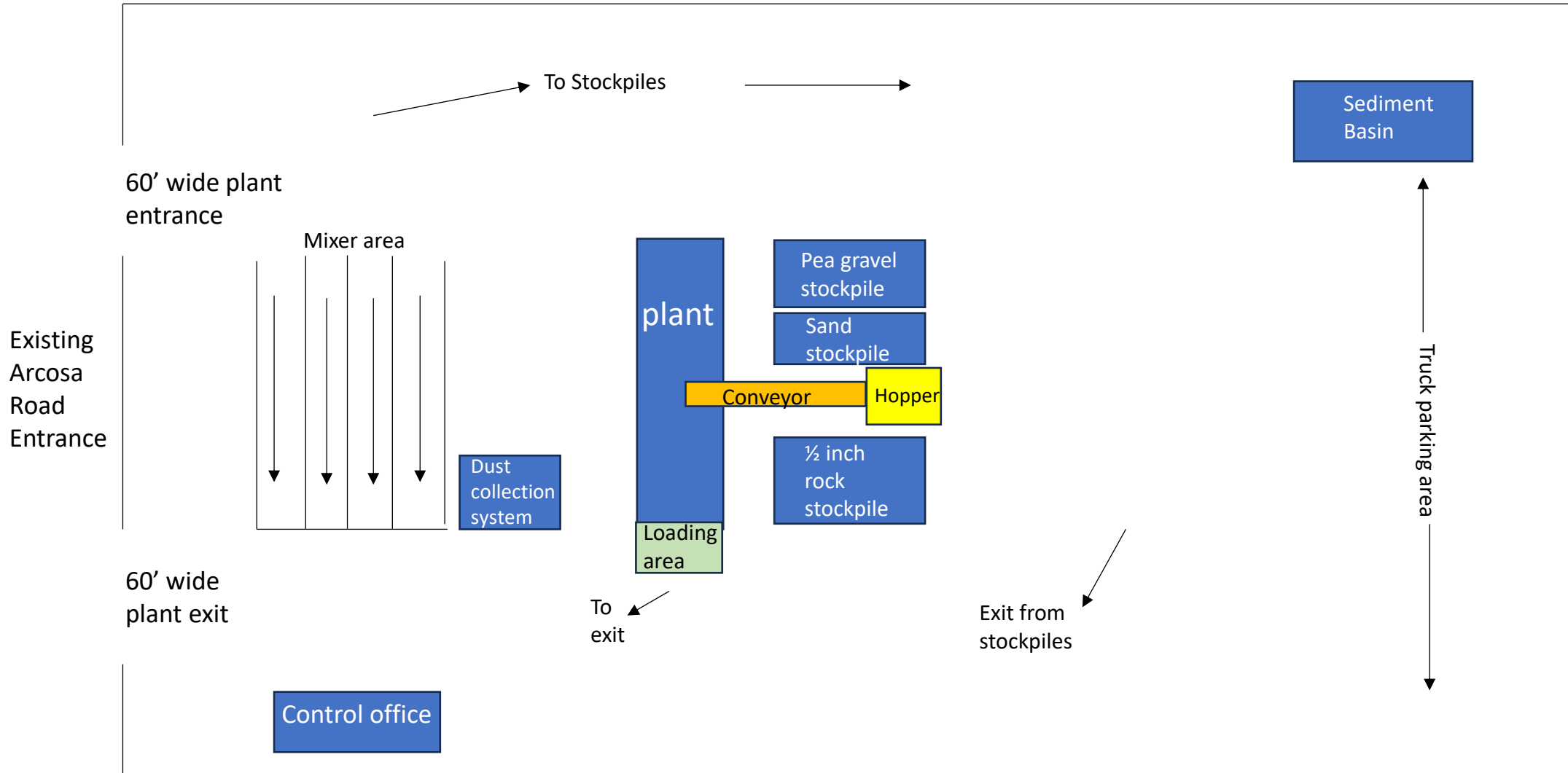
Staff Recommendation

Supporting Documentation and Attachments

Proposed 5 Acre Concrete Batch Plant Site
City of Hutchins, TX – East Langdon Road

400' x 500'
approximately

Section E, Item 3.



East Langdon Road

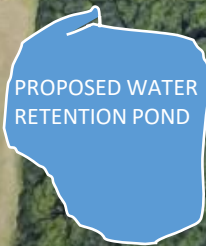
Arcosa Crushed Concrete - Hutchins Recycle Yard

Lyndon B Johnson Fwy



310

NEW CONCRETE ROAD TO ARCOSEA ENTRANCE



PROPOSED WATER RETENTION POND

E Langdon Rd

E Langdon Rd

E Langdon Rd

Dallas County Road & Bridge District 3

Dallas Transitional Center

Previous
Plants Built



Section E, Item 3.

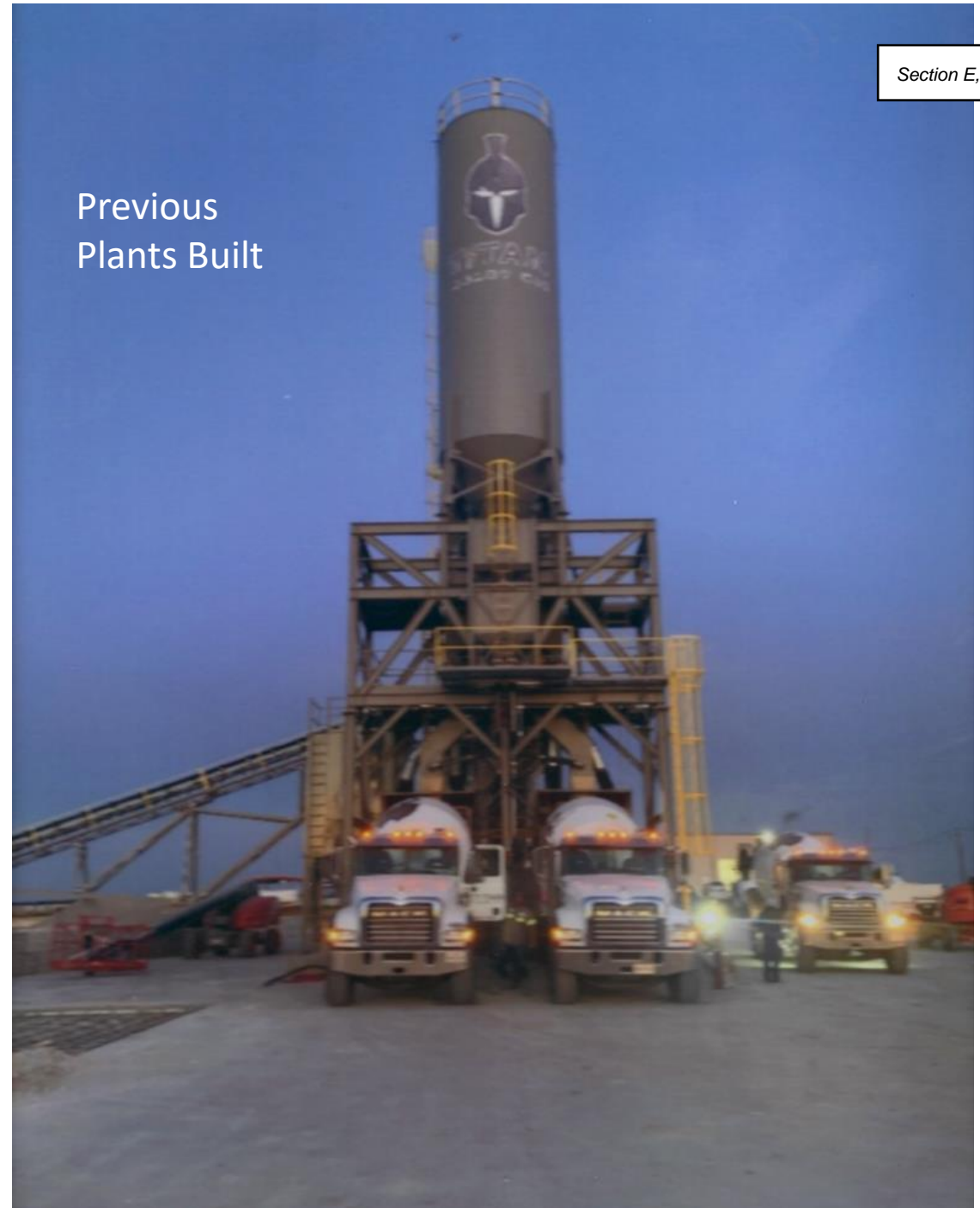
Previous
Plants Built



Previous
Plants Built



Previous
Plants Built



Section E, Item3.



STAFF REPORT

MEETING DATE:	July 8, 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	Discuss and consider Resolution R2025-07-1271, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING THE ESTABLISHMENT AND ADOPTION OF THE CITY'S TITLE VI NON-DISCRIMINATION PLAN; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

As a recipient of federal funds, TXDOT requires that subrecipients of funds comply with federal regulations pertaining to Title VI. The City of Hutchins is receiving grant funding from TXDOT, and therefore must adopt a Title VI non-discrimination policy. This policy outlines procedures for how the City and its contractors will not discriminate on the basis of race, color, or national origin. This also includes how the City will provide information to people who do not speak English.

Budget Implications

NA

Operational Impact

This policy will help ensure that the City of Hutchins has procedures in place for maintaining Title VI compliance and handle complaints.

Legal Review

The resolution was approved by the City Attorney.

Staff Recommendation

Staff recommends that the City Council adopt the resolution.

Supporting Documentation and Attachments

Resolution

**CITY OF HUTCHINS, TEXAS
RESOLUTION NO. R2025-07-1271**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING THE ESTABLISHMENT AND ADOPTION OF THE CITY’S TITLE VI NON-DISCRIMINATION PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the United States Department of Transportation (USDOT), through the Federal Highway Administration (FHWA), forbids discrimination on the grounds of face, color, or national origin under Title VI; and

WHEREAS, the Texas Department of Transportation (TXDOT) operates under USDOT; and

WHEREAS, TXDOT requires grant recipients to have a Title VI policy; and

WHEREAS, the City of Hutchins has applied for a TXDOT grant and must have an active Title VI policy in place; and

WHEREAS, the City Council of the City of Hutchins finds it in the best interest of the City to approve the establishment and adoption of the City’s Title VI Non-Discrimination Plan, attached hereto as Exhibit “A.”

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, THAT:

SECTION 1. The City Council hereby approves the establishment and adoption of the Title VI Non-Discrimination Plan attached hereto as Exhibit “A.”

SECTION 2. This Resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Hutchins, Texas, this the 8th day of July 2025.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary
(06-25-2025: 4906-3990-1264, v. 1)

“Exhibit A”



Title VI
Non-Discrimination Plan

City of Hutchins
321 N Main Street
Hutchins, TX 75141

July 8, 2025



TITLE VI PLAN

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Section 1: Introduction

Title VI of the Civil Rights Act of 1964 assures that, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.” Title VI has been broadened by related statutes, regulations and executive orders.

Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibits unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients and contractors whether those programs and activities are federally funded or not.

In addition to statutory authorities, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, signed in February of 1994, requires Federal agencies to achieve environmental justice as part of their mission by identifying disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority populations and low-income populations. Environmental justice Initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice.

Also, Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP), provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance. As a recipient of Federal financial assistance in its transportation and other improvement projects, the City of Hutchins must provide access to individuals with limited ability to speak, write, or understand the English language.

The City of Hutchins must not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin.

Therefore, the primary goals and objectives of City of Hutchins’s Title VI Non-Discrimination Plan are:

1. To assign responsibilities and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and pertinent directives;
2. To ensure that people affected by the City’s programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, or national origin;
3. To prevent discrimination in City programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create an illegal adverse impact on any person because of race, color, or national origin; or on minority populations, low-income populations, the elderly, persons with disabilities, and all affected Title VI populations;
5. To establish procedures to annually review Title VI compliance of specific program areas within the City of Hutchins;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in a City-provided service, project, program or activity.

Discrimination under Title VI

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, or national origin.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City of Hutchins’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the encompassing functions of planning, project development and delivery, right-of-way acquisition, construction, and research.

The City of Hutchins has developed this Title VI Plan to assure that services, programs, and activities are offered, conducted, and administered fairly, without regard to race, color, or

national origin of the participants or beneficiaries of federally-funded programs, services, or activities.

Section 2: Title VI Policy Statement

**Title VI Policy Statement
City of Hutchins**

It is the policy of the City of Hutchins, Texas to provide reasonable assurances that it will comply with the requirements and provisions of the Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d-4) and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A. Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person who resides in, or does business with, the City of Hutchins on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of or otherwise be subjected to discrimination under any of our programs or activities.

Any person who believes he or she has been discriminated against should contact:

Director of Public Works
City of Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Email: myusuf@cityofhutchins.org

James Quin, City Administrator
City of Hutchins

Date

Title VI Policy Statement City of Hutchins

Es política de la Ciudad de Hutchins, Texas brindar garantías razonables de que cumplirá con los requisitos y disposiciones del Título VI de la Ley de Derechos Civiles de 1.964 (78 Stat. 252, 42 U.S.C. 2000d-4) y todos los requisitos. impuesto por o de conformidad con el Título 49, Código de Regulaciones Federales, Departamento de Transporte, Subtítulo A. Oficina del Secretario, Parte 21, No discriminación en programas con asistencia federal del Departamento de Transporte - Vigencia del Título VI de la Ley de Derechos Civiles de 1964 y otras directivas pertinentes, con el fin de que, de acuerdo con la Ley, los Reglamentos y otras directivas pertinentes, ninguna persona que resida o haga negocios con la Ciudad de Hutchins por motivos de raza, color u origen nacional, ser excluido de la participación, se le negarán los beneficios o de otro modo estar sujeto a discriminación en cualquiera de nuestros programas o actividades.

Cualquier persona que crea que ha sido discriminada debe comunicarse con:

Mamun Yusuf
Director de Obras Públicas
Ciudad de Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Email: myusuf@cityofhutchins.org

James Quin, City Administrator
City of Hutchins

Date

Section 3: Title VI Notice to the Public

Title VI Notice to the Public

Notifying the Public of Rights Under Title VI

CITY OF HUTCHINS

- The City of Hutchins operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Hutchins.
- For more information on the City of Hutchins’s civil rights program or Title VI obligations, the procedures for, or to file a complaint, please contact:

Mamun Yusuf
Director of Public Works
City of Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Email: myusuf@cityofhutchins.org

Or visit our office at:

321 N Main Street
Hutchins, TX 75141

For transportation-related Title VI matters, a complaint may also be filed directly with TXDOT’s Office of Civil Rights to:

Texas Department of Transportation, Civil Rights Division,
125 East 11th Street, Austin, Texas 78701 or fax to 512-486-5539.

- If information is needed in another language, contact 972-225-6121.
- Si se necesita información en otro idioma, comuníquese con 972-225-6121.

The **City of Hutchins** Notice to the Public is posted in the following locations:

1. Municipal Office Building Notice Board in front of the building
2. Atwell Public Library

Sample Title VI Notice to the Public in Spanish

Notificación al Público de Derechos Bajo el Título VI

CIUDAD DE HUTCHINS

- El ciudad de Hutchins opera sus programas y servicios sin distincion de raza, color y origen nacional, segun el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree o que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con el ciudad de Hutchins.
- Para obtener más información sobre el programa de derechos civiles o lost obligaciones Titulo VI de ciudad de Hutchins, o para obtener más información sobre los procedimientos para, o a presentar una queja, se pone en contacto con:

Mamun Yusuf
Director de Obras Públicas
Ciudad de Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Email: myusuf@cityofhutchins.org

O visite nuestra oficina en:
321 N Main Street
Hutchins, TX 75141

Para asuntos del Título VI relacionados con el transporte, también se puede presentar una queja directamente ante la Oficina de Derechos Civiles de TXDOT para:

Departamento de Transporte de Texas, División de Derechos Civiles,
125 East 11th Street, Austin, Texas 78701 o por fax al 512-486-5539.

- Si se necesita información en otro idioma, comuníquese con 972-225-6121.

Section 4: Administration

The Title VI Coordinator shall have lead responsibility for coordinating the administration of the Title VI and related statutes program, plan and assurances for the City of Hutchins.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, or national origin (including Limited English Proficiency), he/she may exercise his/her right to file a complaint with the City’s Title VI Coordinator. Every effort will be made to resolve complaints informally and at the lowest level first.

Data Collection: The Community Development Division within the City of Hutchins will continue to gather statistical data associated with its programs and services. Statistical data on race, color, national origin, English language proficiency and sex of participants in and beneficiaries of City programs, e.g. impacted citizens and affected communities is not currently collected citywide at this time; however as part of this plan the city will start implementing measures to gather this data in particular any programs and projects involving federal funds. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Reviews will be conducted based on the annual summary of Title VI activities, accomplishments and issues. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance with Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure equal participation in all programs and activities at all levels. The City will conduct reviews annually by the end of the calendar year.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those sub-recipients of Federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the sub-recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update to TxDOT.

Annual Reporting: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the Annual Work Plan and Accomplishment Report to the Texas Department of Transportation, Office of Civil Rights via TxDOT’s Title VI/ Nondiscrimination Annual Work Plan & Accomplishments Report Development Guide, as presented in TxDOT’s Title VI/ Nondiscrimination Technical Assistance Guide for Sub-Recipients.

Title VI Plan Updates: The City will automatically update and renew its Title VI Assurances every three years or as necessary on the occasion of a change of City Administrator.

Remedial Action: The City, through the Office of the Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

Section 4: Title VI Complaint Procedure

This Complaint Procedure is established to meet the requirements of the Title VI of the Civil Rights Act of 1964. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, or national origin in the provision of services, activities, programs, or benefits by the City of Hutchins. The City of Hutchins’s Personnel Policy Manual governs employment-related complaints of discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem including whether it is related to race, color, or national origin. Alternative means of filing complaints will be made available for persons with disabilities upon request. If the complainant is unable to reduce the complaint to writing, please contact the Title VI Coordinator using the information below, and a staff member will help dictate the complaint or provide other necessary assistance.

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to think that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 180 calendar days after the following:

1. The date of the alleged act of discrimination; or
2. The date when the person(s) became aware of the alleged discrimination; or
3. Where there has been a continuing course of conduct, the date on which that conduct was discontinued of the latest instance of the conduct.

Submit complaint alleging violations of Title VI to:

Mamun Yusuf
Director of Public Works
City of Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Email: myusuf@cityofhutchins.org

Within 15 calendar days after receipt of the complaint, the Title VI Coordinator or his/her designee will contact the complainant to discuss the complaint and the possible resolutions. If more information is needed to resolve the case, the City of Hutchins may contact the complainant requesting further information. The complainant has 15 business days from the date of the letter requesting additional information to send requested information to the

Title VI Coordinator. If the Title VI Coordinator is not contacted by the complainant or does not receive the additional information within 15 business days, the City of Hutchins will administratively close the case. The case may also be administratively closed if the complainant no longer wishes to pursue the case.

Within 15 calendar days of contacting the complainant, the Title VI Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the City of Hutchins and offer options for substantive resolution of the complaint. The response from the City of Hutchins will be one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations, investigations/interviews, and findings regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the response by the Title VI Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision to the City Administrator or his/her designee within 15 calendar days after receipt of the response from the Title VI Coordinator. The City Administrator may be contacted at:

321 N Main Street
Hutchins, TX 75141
972-225-6121

Within 15 calendar days after receipt of the appeal, the City Administrator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Administrator or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Title VI Coordinator or his/her designee, appeals to the City Administrator or his/her designee, and responses from these two offices will be retained by the City of Hutchins. Complaint and investigation files are confidential. The contents of such should only be disclosed to appropriate City of Hutchins personnel and state and federal authorities in accordance with Federal and State laws. The City of Hutchins shall retain files in accordance with records retention schedules and Federal guidelines but no less than three years.

The City shall forward the complaint to TxDOT within 10 days. Additionally the applicant may also file a complaint directly with TXDOT's Office of Civil Rights at:

Texas Department of Transportation
Civil Rights Division
Attn: Title VI Program Administrator

125 East 11th Street
Austin, Texas 78701

or

Federal Highway Administration – Texas Division
Attn: Civil Rights Specialist
300 E. 8th Street
Austin, TX, 78701

or

Federal Highway Administration
Office of Civil Rights
HCR-20, Room E81-320
1200 New Jersey Avenue, SE
Washington, DC 20590

Complaints received by the City of Hutchins’s Title VI Coordinator are forwarded to the TxDOT Office of Civil Rights (OCR). TxDOT OCR will forward the complaint to the FHWA Texas Division Office, along with a preliminary processing recommendation. The FHWA Texas Division Office will forward the complaint to FHWA Headquarters Office of Civil Rights (HCR).

Título VI Procedimiento de Denuncia

Sección 4: Procedimiento de quejas del Título VI

Este Procedimiento de Quejas se establece para cumplir con los requisitos del Título VI de la Ley de Derechos Civiles de 1964. Puede ser utilizado por cualquier persona que desee presentar una queja alegando discriminación por motivos de raza, color u origen nacional en la provisión de servicios, actividades, programas o beneficios por parte de la ciudad de Hutchins. El Manual de Políticas de Personal de la ciudad rige las quejas por discriminación relacionadas con el empleo.

La queja debe realizarse por escrito y contener información sobre la supuesta discriminación, como nombre, dirección, número de teléfono del demandante y ubicación, fecha y descripción del problema, incluido si está relacionado con la raza, el color o el origen nacional. Se pondrán a disposición de las personas con discapacidades que lo soliciten medios alternativos para presentar quejas. Si el demandante no puede poner la queja por escrito, comuníquese con el Coordinador del Título VI utilizando la información a continuación, y un miembro del personal lo ayudará a dictar la queja o le brindará otra asistencia necesaria.

Cualquier persona que haya presentado una denuncia o haya participado en la investigación de una denuncia no estará sujeta a ninguna forma de intimidación o represalia. Las personas que tengan motivos para pensar que han sido sometidas a intimidación o represalias pueden presentar una denuncia por represalias siguiendo el mismo procedimiento para presentar una denuncia por discriminación.

La queja debe ser presentada por el reclamante y/o su designado lo antes posible pero a más tardar 180 días calendario después de lo siguiente:

- 1. La fecha del presunto acto de discriminación; o
- 2. La fecha en que la(s) persona(s) tuvo conocimiento de la presunta discriminación; o
- 3. Cuando haya habido una conducta continuada, la fecha en que se interrumpió esa conducta o la última instancia de la misma.

Presentar una queja alegando violaciones del Título VI a:

Mamun Yusuf
Director de Obras Públicas
Ciudad de Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Correo electrónico: myusuf@cityofhutchins.org

Dentro de los 15 días calendario posteriores a la recepción de la queja, el Coordinador del Título VI o su designado se comunicará con el demandante para discutir la queja y las posibles resoluciones. Si se necesita más información para resolver el caso, la ciudad de

Hutchins puede comunicarse con el denunciante para solicitar más información. El denunciante tiene 15 días hábiles a partir de la fecha de la carta solicitando información adicional para enviar la información solicitada al Coordinador del Título VI. Si el denunciante no se comunica con el Coordinador del Título VI o no recibe la información adicional dentro de los 15 días hábiles, la ciudad de Hutchins cerrará administrativamente el caso. El caso también puede cerrarse administrativamente si el demandante ya no desea continuar con el caso.

Dentro de los 15 días calendario posteriores al contacto con el denunciante, el Coordinador del Título VI o su designado responderá por escrito y, cuando corresponda, en un formato accesible para el denunciante. La respuesta explicará la posición de la ciudad de Hutchins y ofrecerá opciones para una resolución sustancial de la queja. La respuesta de la Ciudad de Hutchins será una de dos (2) cartas al denunciante: una carta de cierre o una carta de conclusión (LOF).

- ✓ Una carta de cierre resume las acusaciones y establece que no hubo una violación del Título VI y que el caso se cerrará.
- ✓ Una carta de hallazgo (LOF) resume las acusaciones, investigaciones/entrevistas y hallazgos relacionados con el presunto incidente y explica si se tomará alguna medida disciplinaria, capacitación adicional del miembro del personal u otra acción.

Si la respuesta del Coordinador del Título VI o su designado no resuelve satisfactoriamente el problema, el reclamante y/o su designado pueden apelar la decisión ante el Administrador de la Ciudad o su designado dentro de los 15 días calendario posteriores a la recepción de la respuesta del Coordinador del Título VI. Se puede contactar al administrador de la ciudad en:

321 N Main Street
Hutchins, TX 75141
972-225-6121

Dentro de los 15 días calendario posteriores a la recepción de la apelación, el administrador de la ciudad o su designado se reunirá con el reclamante para analizar la queja y las posibles resoluciones. Dentro de los 15 días calendario posteriores a la reunión, el Administrador Municipal o su designado responderá por escrito y, en su caso, en un formato accesible al denunciante, con una resolución final de la queja.

Todas las quejas escritas recibidas por el Coordinador del Título VI o su designado, las apelaciones al Administrador de la Ciudad o su designado y las respuestas de estas dos oficinas serán conservadas por la Ciudad de Hutchins. Los expedientes de quejas e investigaciones son confidenciales. El contenido de los mismos solo debe divulgarse al personal apropiado de la ciudad de Hutchins y a las autoridades estatales y federales de acuerdo con las leyes federales y estatales. La Ciudad de Hutchins conservará los archivos de acuerdo con los cronogramas de conservación de registros y las pautas federales, pero no menos de tres años.

La Ciudad enviará la queja a TxDOT dentro de los 10 días. Además, el solicitante también puede presentar una queja directamente ante la Oficina de Derechos Civiles de TXDOT en:

Departamento de Transporte de Texas
División de Derechos Civiles
A la atención de: Administrador del Programa Título VI
125 este de la calle 11
Austin, Texas 78701

o

Administración Federal de Carreteras - División de Texas
A la atención de: Especialista en Derechos Civiles
300 E. Calle 8
Austin, Texas, 78701

o

Administración Federal de Carreteras
Oficina de Derechos Civiles
HCR-20, Sala E81-320
1200 Avenida Nueva Jersey, SE
Washington, DC 20590

Las quejas recibidas por el Coordinador del Título VI de la Ciudad de Hutchins se envían a la Oficina de Derechos Civiles de TxDOT (OCR). TxDOT OCR enviará la queja a la Oficina de la División de Texas de la FHWA, junto con una recomendación de procesamiento preliminar. La Oficina de la División de Texas de la FHWA enviará la queja a la Oficina de Derechos Civiles de la Sede de la FHWA (HCR).

Section 5: Title VI Complaint Form



Title VI Complaint Form

Section I:			
Name (first and last):			
Address:			
Home Phone:		Cell Phone:	
E-Mail Address:			
Accessible Requirements?	Format	Large Print	
		TDD	
		Audio Tape	
		Other	
Section II:			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party:			

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	Yes	No
---	-----	----

Section III:

I believe the discrimination I experienced was based on (check all that apply):

Title VI: Race Color National Origin

Other (specify): _____

Date of Alleged Discrimination (Month, Day, Year): _____

Location of Alleged Discrimination: _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Section IV

Have you previously filed a Civil Rights related complaint with the City of Hutchins?	Yes	No
---	-----	----

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____

Federal Court _____ State Agency _____

State Court _____ Local Agency _____

If marked Yes in Section V, please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

**Mamun Yusuf
Director of Public Works
City of Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Email : myusuf@cityofhutchins.org**

NOTE: Must be submitted as soon as possible but no later than 180 calendar days after the alleged violation.



Formulario de queja del Título VI

Sección I:			
Nombre (nombre y apellido):			
DIRECCIÓN:			
Teléfono de casa:		Teléfono móvil:	
Dirección de correo electrónico:			
¿Requisitos de formato accesible?	letra grande		Cinta de audio
	TDD		Otra
Section II:			
¿Está presentando esta queja en su propio nombre?		Sí*	No
*Si respondió "sí" a esta pregunta, pase a la Sección III.			
De lo contrario, proporcione el nombre y la relación de la persona por quien presenta la queja:			
Explique por qué ha presentado una solicitud en nombre de un tercero:			
Confirme que ha obtenido el permiso de la parte agraviada si presenta la presentación en nombre de un tercero.		Sí	No
Sección III:			

Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda):

Título VI: Raza Color Origen Nacional

Otra especificar): _____

Fecha de la presunta discriminación (mes, día, año): _____

Ubicación de la presunta discriminación: _____

Explique lo más claramente posible qué sucedió y por qué cree que fue discriminado. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si las conoce), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice el reverso de este formulario.

Sección IV

¿Ha presentado anteriormente una queja relacionada con los derechos civiles ante la ciudad de Hutchins?	Sí	No
---	----	----

Sección V

¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal?

Sí No

En caso afirmativo, marque todo lo que corresponda:

Agencia Federal: _____

Corte federal _____

Agencia del estado _____

Tribunal estatal _____

Agencia Local _____

Si marcó Sí en la Sección V, proporcione información sobre una persona de contacto en la agencia/tribunal donde se presentó la queja.

Nombre:

Título:

Agencia:

DIRECCIÓN:
Teléfono:
Sección VI
Nombre de la agencia la queja es contra:
Persona de contacto:
Título:
Número de teléfono:

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

Firma y fecha requeridas a continuación

Firma

Fecha

Envíe este formulario en persona a la dirección que aparece a continuación o envíelo por correo a:

**Mamun Yusuf
Director of Public Works
City of Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Correo electrónico: myusuf@cityofhutchins.org**

NOTA: Debe presentarse lo antes posible pero a más tardar 180 días calendario después de la presunta infracción.

Section 6: List of Title VI Investigations, Complaints and Lawsuits

The **City of Hutchins** maintains a list or log of all Title VI investigations, complaints and lawsuits.

Check One:

- There have been no investigations, complaint and/or lawsuits filed against us since the last plan.

- There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Section 7: USDOT Nondiscrimination Assurances and Appendices



The United States Department of Transportation (USDOT)

Standard Title VI/Nondiscrimination Assurances

DOT Order No. 1050.2A

The City of Hutchins (herein referred to as the “Recipient”), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.P.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.P.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory city hereinafter are referred to as the “Acts” and “Regulations,” respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity,” for which the Recipient receives

Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally-assisted Department of Transportation programs:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.P.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Department of Transportation programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The City of Hutchins, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a

transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties

a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or

b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the City of Hutchins also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the USDOT access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the USDOT. You must keep records, reports, and submit the material for review upon request to USDOT, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The City of Hutchins gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under all Department of Transportation programs. This ASSURANCE is binding on Texas, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in all Department of Transportation programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

City of Hutchins

James Quin, City Administrator

Dated _____

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or

b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the City of Hutchins will accept title to the lands and maintain the project constructed thereon in accordance with all applicable federal statutes, the Regulations for the Administration of all Department of Transportation programs, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Hutchins all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the City of Hutchins and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the City of Hutchins, its successors and assigns.

The City of Hutchins, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the City of Hutchins will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of

1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the City of Hutchins pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, City of Hutchins will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the City of Hutchins will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the City of Hutchins and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the City of Hutchins pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, the City of Hutchins will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the City of Hutchins will there upon revert to and vest in and become the absolute property of the City of Hutchins and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, or national origin);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to -ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

Section 8: Public Participation Plan

Sub recipients of federal financial assistance must provide an opportunity for public involvement and full access to the transportation decision making process in each stage of planning and development of a transportation project, It is essential that all segments of the population be afforded the opportunity to understand and articulate concerns with any project that affects them and their way of life.

The City of Hutchins welcomes and values public involvement. TXDOT and its recipients believe that well-designed, proactive public involvement improves its planning and policy efforts and ultimately leads to better decisions, better projects, and maximized, long-term public benefits. Creating long-term, sustainable systems requires our agency to embrace outside skills and knowledge, including input from the public. Advantages of enhanced public involvement include:

- Increased public collaboration. Citizen collaboration on projects benefits our agency’s processes and outcomes, promoting public participation and respectful, productive dialogue.
- Decisions that better reflect diverse interests. Consulting with all identifiable interests helps the City of Hutchins better understand and reflect the full range of community values and livability standards.
- Early public involvement fosters better decision making and reduces costly project plan revisions and change orders.
- Increased public involvement results in more meaningful and better interactions between City personnel and citizens. This interaction aids everyone.
- The City of Hutchins proactively involves the stakeholders and the public and considers feedback received from stakeholders and the public.

The City of Hutchins embraces several specific goals:

- Provide for open and continual communication to incorporate public input into decision-making and inform the public of planning, program functions, project activities, designs, and construction.
- Implement a public involvement strategy to identify and use City of Hutchins resources to inform the public of activities and receive public input.
- Consult with other local, regional or state agencies in coordinating projects and solutions.
- Respond quickly and transparently to concerns expressed about City of Hutchins activities to educate the public.
- Review and update the public involvement strategy and process as needed, continually evaluate public outreach activity effectiveness, and use the results to improve the program.
- Ensure minorities and low-income populations have opportunities to participate in the public involvement process.

- Foster internal communication and training to promote public involvement process understanding and implementation.

Ongoing Efforts

- All information posted on the City website can be translated in nine languages through Google translate. Information on the website includes but is not limited to public meetings, budget information, events, programs, City information, policies, ordinances, activities, grants, guidelines, public safety and contact information.
- The City also has a calendar of events maintained on the public website, which includes information on public meetings being held.
- The City of Hutchins has webforms residents to submit questions or requests that once received, are sent to the correct department for further assistance.
- The City makes available to the public several sources of GIS data in the form of maps used in the planning process to enhance public understanding of proposed projects. The City of Hutchins will complete the Consolidated Plan every five years in order to receive federal Community Development Block Grant (CDBG) funds annually from the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan describes its efforts to ensure non- discrimination in its public participation process, to include addressing public comment. The City particularly encourages participation of persons with special needs and/or persons who are often underrepresented in the public process, e.g. low income, persons of color, non-English speaking persons, persons with disabilities, persons who are homeless. The Plan is implemented to ensure public input across all City services, including transportation needs.

Notification of Public Participation Activities

To promote inclusive public participation, the City of Hutchins will employ the following, as appropriate:

1. Provide for early engagement by the public.
2. To reach the broadest regional coverage, public meeting notices may be sent to newspapers.
3. For projects affecting a specific set of residents or businesses, direct mail outs to those individuals including owners and renters notifying them of upcoming public meetings to attend to provide their input.
4. Provide email addresses for project managers or ways to send in public input on the project or program.

5. Host public meetings, workshops, and other events designed to gather public input on program/project planning and construction.
6. Select accessible meeting locations and times (and varied geographically if applicable)
7. Employ different meeting sizes and formats as applicable
8. Use social media in addition to other resources as a way to gain public involvement
9. Use the City's webpage to inform the entire community of how it can access information and provide input.
10. Consider radio, television or newspaper ads on stations and in publications that serve LEP populations.
11. Consider expanding traditional outreach methods as needed by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.
12. The City sponsors, attends and participates in other community events to promote its services to the public.

Section 9: Limited English Proficiency Persons Accommodations

As a recipient or sub-recipient of federal US DOT funding, the City of Hutchins is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons. The City of Hutchins follows Executive Order 13166 in identifying and engaging limited English proficient (LEP) populations to ensure their involvement and knowledge of programs and activities in and around their community.

Limited English Proficient (LEP) persons is defined as persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The City of Hutchins's policy for engaging Limited English Proficient Individuals is to provide translation services to individuals who request them, if reasonable accommodations can be made. In addition, the City of Hutchins proactively identifies communities with high concentrations of Limited English Proficient persons and employs tactics and strategies to effectively engage them in the planning process.

The City of Hutchins Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated

- 5. A description of how employees are trained to provide language assistance to LEP persons

Four Factor Analysis Results: LEP Populations Served

Item #1 – Four Factor Analysis Results: LEP Populations Served

One language meets the Safe Harbor threshold—Spanish. The City of Hutchins is home to 2,780 people (46.0% of the population) who speak Spanish at home.

Item # 2 – Description of how Language Assistance Services are Provided, by Language

City of Hutchins has identified, developed, and uses the following:

- a) Based on the limited population of Spanish speakers who also speak English less than very well, the City of Hutchins designates the following as Vital Documents which will be translated to Spanish: Title VI Policy Statement, Title VI Notice to the Public, Title VI Complaint Form, and Title VI Complaint Procedures.
- b) The City of Hutchins has many local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies that are available to assist with its LEP responsibilities.
- c) The City of Hutchins provides testing and a stipend to police officers and firefighters who are bilingual or multilingual who use their skills in the community.
- d) Any other need for translated documents or interpretation services will be provided on an as-needed basis. That is, anyone requesting specific information in a non-English language will be provided it upon request. The agency will use its internal resources to meet this need, when available. Otherwise, the city will reach out to external partner agency resources, or hire a translator or interpreter as needed.
- e) The City of Hutchins website has translation services available for Spanish by default. Google Translate can be utilized to translate into nine languages.
- f) The City strives to hire bilingual employees in various public-facing departments and customer service roles.

Item #3 – Description of how LEP Persons are Informed of the Availability of Language Assistance Service

In order to ensure that LEP individuals are aware of the City of Hutchins language assistance measures, the City of Hutchins provides the following:

- Title VI Program including the Language Assistance Plan is made available on website and contains “If you need assistance or information in another language, please contact 979-209-5040. This message is provided in every language identified as meeting the safe harbor threshold which is currently just Spanish.
- Front line personnel in various departments are sought out during the hiring process to have Spanish speaking skills.

Item #4 – Description of how the Language Assistance Plan is Monitored and Updated

The City of Hutchins will continue to update the LEP plan as required by U.S. DOT. At a minimum, the Title VI Plan will continue to be reviewed and updated every three (3) years in conjunction with the Title VI submission and use data from the U.S. Decennial Census or the American Community Survey as available, or when it is clear that the concentrations of LEP individuals are present in the City of Hutchins.

Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the City.
- Determination as to whether the need for translation services has changed.
- Determine whether the City of Hutchins has complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the City of Hutchins’s failure to meet the needs of LEP individuals.

Item #5 – Description of how Employees are Trained to Provide Language Assistance to LEP Persons

The following training will be provided to the City of Hutchins staff:

- Information on the City of Hutchins’s Title VI Procedures and LEP responsibilities.
- Description of language assistance services offered to the public.
- Documentation of language assistance requests.
- How to handle or where to send a potential Title VI / LEP complaint.

Log of LEP Encounters

Date	Time	Language Spoken By Individual <i>(if available)</i>	Name and Phone Number of Individual <i>(if available)</i>	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

Section 10: LEP Four Factor Analysis

What does it mean to be Limited English Proficient (LEP)?

LEP individuals do not speak English as their primary language and therefore have a limited ability to read, write, speak, or understand English. Many LEP persons are in the process of learning English and may read, write, speak, and/or understand some English, but not proficiently. LEP status may be context-specific – an individual may have sufficient English language skills to communicate basic information (name, address etc.) but may not have sufficient skills to communicate detailed information in English.

Background

Federal law prohibits discrimination based on national origin. National origin discrimination includes discrimination based on a person’s inability to speak, read, write or understand English. Recipients of Federal funds must provide meaningful access to LEP individuals.

On August 11, 2000, Executive Order 13166, titled, “Improving Access to Services by Persons with Limited English Proficiency,” was issued. Executive Order 13166 requires Federal agencies to assess and address the needs of otherwise eligible persons seeking access to federally conducted programs and activities who, due to LEP cannot fully and equally participate in or benefit from those programs and activities. Section 2 of the Executive Order 13166 directs each Federal department or agency "to prepare a plan to improve access to...Federally conducted programs and activities by eligible LEP persons...."

Framework for deciding when Language Services are needed

The City of Hutchins will take the following steps to ensure meaningful access to its programs, services, and activities for LEP individuals in a manner that balances the following four factors.

FOUR-FACTOR ANALYSIS

The Four Factor Analysis is a local assessment that considers:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the agency;
2. The frequency with which LEP persons come into contact with the agency’s services and programs;
3. The nature and importance of the agency’s services and programs in people’s lives; and
4. The resources available to the agency for LEP outreach, as well as the costs associated with that outreach.

Factor One: The number or proportion of LEP persons eligible to be serviced or likely to be encountered by the City of Hutchins.

The first step in determining the appropriate components of a Language Assistance Plan is understanding the proportion of LEP persons who may encounter our agency’s services, their literacy skills in English and their native language, the location of their communities and neighborhoods and, more importantly, if any are underserved as a result of a language barrier.

To do this, the City evaluated the level of English proficiency and to what degree people in its service area speak a language other than English and what those languages are. Data for this review is derived from the United States Census and the American Community Survey. The census data for 2020 was utilized in the table below.

Overview

The City of Hutchins’s city limits encompasses 9.09 square miles and is home to 5,607 people representing 2 different language groups. Of the total city population 46.0% of residents, report speaking other than English at home.

The Safe Harbor Provision

The U.S. Department of Transportation (U.S. DOT) has adopted the U.S. Department of Justice’s Safe Harbor Provision. This provision outlines circumstances that can provide a “safe harbor” for U.S. DOT recipients (and sub-recipients) regarding translation of vital documents. Specifically, if a recipient provides written translation of vital documents for each LEP group that constitutes the lesser of 1,000 persons or five percent (5%) of the total population eligible to be served or likely to be affected or encountered, such action is considered strong evidence of compliance with the recipient’s written translation obligations.

The Safe Harbor Provision only applies to the translation of written documents. It does not affect the agency’s requirement to provide meaningful access to LEP individuals through oral language services.

A vital document is any document that is critical for ensuring meaningful access to the recipients’ major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

The census data shows that just one language meets the Safe Harbor threshold—Spanish. The City of Hutchins is home to 2,780 (46.0% of the population) who speak Spanish at home.

Designation of Vital Documents

Based on the limited population of Spanish speakers who also speak English less than very well, the City of Hutchins designates the following as Vital Documents which will be translated to Spanish. Title VI Policy Statement, Title VI Notice to the Public, Title VI Complaint Form, and Title VI Complaint Procedures.

Factor Two: The frequency with which LEP persons come into contact with the City of Hutchins’s services and programs.

The City of Hutchins recognizes the importance of taking measures to gauge LEP needs, but in the spirit of transparency, admits it has done less than planned in the past few years to fortify the Title VI Program. Moving forward the city plans to collect data on the frequency in which LEP persons come into contact with the city’s various departments and programs. The Title VI Coordinator will create an annual survey to be sent to each department. (“Departments” such as Development Services, Parks and Recreation, City Secretary, Public Works, etc.). Departments will collect data on their contacts with people who need language assistance, and the Title VI Coordinator will review and analyze this data each year. Departments will also be asked to log their use of any type of translation or interpretation services. Thus, by the time this Program is due for an update, the City of Hutchins will have concrete data on language access needs to help direct future efforts and planning. Knowing there is a demand for Spanish, the City of Hutchins offers to residents numerous printed brochures, flyers and other publications as information to review. Many of these publications including the water quality report, public safety materials and program information are printed in both Spanish and English. In a digital age, LEP persons looking for information online through our City website can select the “En Espanol” feature to review the entire website’s content in Spanish.

Factor Three: The Nature and Importance of the City of Hutchins’s Programs, Activities or Services to People’s Lives

The importance of the services offered to residents by the City of Hutchins is immeasurable. From public safety to animal services, leisure services like parks and libraries, to solid waste collection, utilities, and roadways every resident needs to contact the City at some point for assistance. The City of Hutchins strives to offer numerous opportunities for inclusion for LEP persons through providing written materials and translation services.

Finally, the City of Hutchins’s planning process relies on input from the public, and the services provided are important to LEP person’s lives, and therefore must be accessible to everyone, regardless of ability to speak English.

Factor Four: Resources and Costs for LEP Outreach

The resources available to city staff and overall costs to provide LEP assistance. The City of Hutchins utilizes a combination of multilingual staff members and procured vendors as professional, competent translators and interpreters as requested. City staff addresses most language assistance needs with over-the phone and in-person interpretation, and some document translation. The City of Hutchins will plan to train staff to recognize individuals in community meetings, forums, activities and programs who may show difficulty or inability to read or write English, and to assist them accordingly.

Implementation

Language Assistance Measures

The City of Hutchins will provide the appropriate level of oral interpretation and written translation services based on the four factor analysis. Members of the most prevalent language group will at least have the ability to receive translation services through City employees. Staff members who speak Spanish or any other foreign languages can be consulted or utilized for translation or interpretation in informal or emergency situations. In the event assistance in a rare language is needed, the City of Hutchins can reach out to Texas A&M University to find staff who are proficient and may be willing to assist. Other free resources include the use of Google Translate or other technology-based translation services. The City can utilize Google Translate to interpret simple comments or messages left on our social media or in real time if necessary to communicate without advance warning an interpreter is needed.

The City of Hutchins recognizes there will be times when professional interpretation or translation services are needed. In those cases where a citizen needs to communicate with us in another language, there are multiple private sector companies that have offices in Hutchins that we can utilize to provide these services.

These resources give our agency the ability to perform outreach with the LEP population at a reasonable cost.

Oral Interpretation Services

LEP persons can contact the City in person or on the phone that may require interpretation services. Many departments have Spanish speaking employees that handle the bulk of the requests, but having a formal list of employees will assist those departments that may not have Spanish speaking employees. Any other interpretation would be sought out by the private sector or perhaps from Texas A&M University faculty or staff.

Written Translation Services

Written public information that is of importance to residents shall be translated in-house through a City translator, or, if needed, sent for written translation services by various businesses with offices in Hutchins.

Section 11: Environmental Justice

Most compliance happens in partnership with TXDOT Hutchins District and TXDOT Hutchins Area offices through interagency coordination during project planning and environmental development of proposed projects involving federal funding.

Compliance with Title VI includes ensuring that no minority or low income population suffers “disproportionately high and adverse human health or environmental effect” due to any “programs, policies and activities” undertaken by any agency receiving federal funds. This obligation will be met by the City (when the city is responsible for this aspect of a project) in the following ways:

1. When planning specific programs or projects, identifying those populations, if any, that will be affected by a given program or project.
2. If a disproportionate affect is anticipated, the City will assess the extent of the disproportionate affect to the minority and low income populations and implement appropriate mitigation procedures.
3. If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The City will use US Census data to identify low income and minority populations when it is identified that a program, policy or activity may have a disproportionate negative affect to a minority or low income population.

Where a project impacts a small number or area of low income or minority populations, the City will document that:

1. Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment, etc.
2. The projects impact is unavoidable.
3. The benefits of the project far out-weigh the overall impacts; and
4. Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is determined that no minority and/or low income population groups are present in the project area, the City will document how the conclusion was reached.

The following steps will be taken to assess the impact of projects on minority and or low income population groups.

1. Determine if a minority or low income population is present within the project area. If the conclusion is that no minority or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority populations and or low income population groups present, proceed to Step 2.
2. Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. If it is determined that

there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step 3.

3. Propose measures that will avoid, minimize and or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.
4. If after mitigation, enhancements and offsetting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:
 - a. Are there further migration measures that could be employed to avoid or reduce the adverse effect to the minority or low income populations?
 - b. Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to low income or minority populations?
 - c. Considering the overall public interest, is there a substantial need for the project?
 - d. Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?
5. Include all findings, determinations or demonstrations in the environmental document prepared for the project.

Section 12: Data Collection and Analysis

FHWA regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of those affected by programs, services and activities including transportation. The City accomplishes this using census data, American community survey, and other methods. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program. From time to time the City may find it necessary to request voluntary identification of certain racial, ethnic, or other data from those who participate in City programs, services or activities. This information assists the City with improving service equality and ensuring effective outreach. This will always be voluntary and anonymous. Moreover, the City will not release or otherwise use this data in any manner inconsistent with the FHWA regulations.

Section 13: Program Visibility

Community Outreach is a requirement of Title VI recipients and sub-recipients shall seek out and consider viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on composition of the affected population, the public involvement process, and the resources of the recipient.

The City of Hutchins does not have a formal outreach procedure in place, however we have made the following community outreach efforts:

- Title VI plan will be located on the City of Hutchins’s website for review and at the Atwell Public Library and the policy statement will be posted outside of the Municipal Office Building on the public notices board.
- The City of Hutchins’s website can be translated into Spanish or other languages.
- City election notices are provided in Spanish.
- All City of Hutchins City Council meetings are open to the public and follow the Texas Open Meetings Act.
- Federal and State required employment notices are posted in the City’s Human Resources Department and other high profile locations. All notices are posted in both English and Spanish.

Section 14: Providing Assistance to and Monitoring Subrecipients

1. Does City of Hutchins provide funding to subrecipients?

No, the agency does not have subrecipients.

The Community Development Department handles federal funds and they annually document all of that through the Consolidated Action Plan.

Section 15: Annual Work Plan and Accomplishment Report Process

1. The City’s Title VI Plan will be communicated to each City department head who will review the plan with appropriate employees.
2. The City’s Title VI Plan and Policy Statement will be published on the City’s website. The Policy Statement will also be posted in conspicuous locations.
3. The City of Hutchins will provide language assistance when requested.
4. City department heads and select other employees will be trained and made aware of the LEP procedure and the Title VI complaint procedure.
5. The following data will be periodically collected and reviewed by the Title VI Coordinator and transmitted upon request to TXDOT:
 - a. LEP Needs: Number of requests for language assistance formally requested and the outcome of the request.
 - b. Complaints: Number of Title VI complaints received, nature of the complaints and resolution of the complaints.
 - c. Right of Way / Eminent Domain: Number of such actions and diversity of individuals affected.

Title VI/Nondiscrimination Policy Statement

The City of Hutchins, as a recipient of federal finance assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

James Quin, City Administrator

Date



STAFF REPORT

MEETING DATE:	July 8, 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	Discuss and consider Resolution R2025-07-1272, OF THE CITY OF HUTCHINS SUSPENDING THE JULY 31, 2025 EFFECTIVE DATE OF ONCOR ELECTRIC DELIVERY COMPANY'S REQUESTED RATE CHANGE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR TO HIRE LEGAL AND CONSULTING SERVICES AND TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL FOR THE STEERING COMMITTEE Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

PURPOSE

Oncor Electric Delivery Company ("Oncor" or "the Company") filed an application on or about June 26, 2025 with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by about \$834 million or approximately 13% over present revenues. The Company asks the City to approve a 12.3% increase in residential rates and a 51.0% increase in street lighting rates. If approved, an average residential customer would see a bill increase of about \$7.90 per month.

The resolution suspends the July 31, 2025 effective date of the Company's rate increase for the maximum period permitted by law to allow the City, working in conjunction with the Steering Committee of Cities Served by Oncor, to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue.

The law provides that a rate request made by an electric utility cannot become effective until at least 35 days following the filing of the application to change rates. The law permits the City to suspend the rate change for 90 days after the date the rate change would otherwise be effective. **If the City fails to take some action regarding the filing before the effective date, Oncor's rate request is deemed administratively approved.**

DISCUSSION

The City of Hutchins is a member of a 170-city coalition known as the Steering Committee of Cities Served by Oncor ("Steering Committee"). The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s when cities served by the former TXU gave up their statutory right to rate case expense reimbursement in exchange for higher franchise fee payments. Empowered by city resolutions and funded by *per capita* assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, the Courts, and the Legislature on electric utility regulation matters for the last 30 years.

Although Oncor has increased rates many times over the past few years, this is the first comprehensive base rate case for the Company since May 2022.

Explanation of "Be It Resolved" Paragraphs:

Section 1. The City is authorized to suspend the rate change for 90 days after the date that the rate change would otherwise be effective for any legitimate purpose. Time to study and investigate the application is always a legitimate purpose. Please note that the resolution refers to the suspension period as "the maximum period allowed by law" rather than ending by a specific date. This is because the Company controls the effective date and can extend the deadline for final city action to increase the time that the City retains jurisdiction if necessary to reach settlement on the case. If the suspension period is not otherwise extended by the Company, the City must take final action on Oncor's request to raise rates by July 31, 2025.

Section 2. This provision authorizes the Steering Committee, consistent with the City's resolution approving membership in the Steering Committee, to act on behalf of the City at the local level in settlement discussions, in preparation of a rate ordinance, on appeal of the rate ordinance to the PUC, and on appeal to the Courts. Negotiating clout and efficiency are enhanced by the City cooperating with the Steering Committee in a common review and common purpose. Additionally, rate case expenses are minimized when the Steering Committee hires one set of attorneys and experts who work under the guidance and control of the Executive Committee of the Steering Committee.

Section 3. The Company will reimburse the Steering Committee for its reasonable rate case expenses. Legal counsel and consultants approved by the Executive Committee of the Steering Committee will submit monthly invoices that will be forwarded to Oncor for reimbursement. No individual city incurs liability for payment of rate case expenses by adopting a suspension resolution.

Section 4. This section merely recites that the resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.

Section 5. This section provides that both Oncor and Steering Committee counsel will be notified of the City's action by sending a copy of the approved and signed resolution to certain designated individuals.

Budget Implications

NA

Operational Impact

NA

Legal Review

The resolution was drafted by Lloyd Gosselink Attorneys at Law.

Staff Recommendation

Staff recommends that the City Council adopt the resolution.

Supporting Documentation and Attachments

Resolution

**CITY OF HUTCHINS, TEXAS
RESOLUTION NO. R2025-07-1272**

RESOLUTION OF THE CITY OF HUTCHINS SUSPENDING THE JULY 31, 2025 EFFECTIVE DATE OF ONCOR ELECTRIC DELIVERY COMPANY’S REQUESTED RATE CHANGE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR TO HIRE LEGAL AND CONSULTING SERVICES AND TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL FOR THE STEERING COMMITTEE

WHEREAS, on or about June 26, 2025, Oncor Electric Delivery Company (Oncor), pursuant to PURA §§ 33.001 and 36.001 filed with the City of Hutchins a Statement of Intent to increase electric transmission and distribution rates in all municipalities exercising original jurisdiction within its service area effective July 31, 2025; and

WHEREAS, the City of Hutchins is a member of the Steering Committee of Cities Served by Oncor (“Steering Committee”) and will cooperate with the 170 similarly situated city members and other city participants in conducting a review of the Company’s application and to hire and direct legal counsel and consultants and to prepare a common response and to negotiate with the Company prior to getting reasonable rates and direct any necessary litigation; and

WHEREAS, PURA § 36.108 grants local regulatory authorities the right to suspend the effective date of proposed rate changes for ninety (90) days after the date the rate change would otherwise be effective; and

WHEREAS, PURA § 33.023 provides that costs incurred by Cities in ratemaking proceedings are to be reimbursed by the regulated utility.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS:

SECTION 1. That the July 31, 2025 effective date of the rate request submitted by Oncor on or about June 26, 2025, be suspended for the maximum period allowed by law to permit adequate time to review the proposed changes and to establish reasonable rates.

SECTION 2. As indicated in the City’s resolution approving membership in the Steering Committee, the Executive Committee of Steering Committee is authorized to hire and direct legal counsel and consultants, negotiate with the Company, make recommendations regarding reasonable rates, and to intervene and direct any necessary administrative proceedings or court litigation associated with an appeal of a rate ordinance and the rate case filed with the City or Public Utility Commission.

SECTION 3. That the City’s reasonable rate case expenses shall be reimbursed by Oncor.

SECTION 4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

SECTION 5. A copy of this Resolution shall be sent to Oncor Electric Delivery Company LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202 and to Thomas Brocato, Counsel to the Steering Committee, at Lloyd Gosselink Rochelle & Townsend, P.C., P.O. Box 1725, Austin, Texas 78767-1725.

DULY RESOLVED AND ADOPTED by the City Council of the City of Hutchins, Texas, this the 8th day of July 2025.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary



STAFF REPORT

MEETING DATE: July 8, 2025

MEETING TYPE: City Council

SUBMITTED BY: Mamun Yusuf

AGENDA CAPTION: Discuss and consider Resolution R2025-07-1273 of the CITY COUNCIL of the CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE CONSTRUCTION CONTRACT FOR TXDOT GREEN RIBBON PROJECT LANDSCAPING IMPROVEMENTS OF I-45 CITY OF HUTCHINS BEAUTIFICATION PROJECT. Presented by: Mamun Yusuf, Director of Public Works

Background Information

City of Hutchins has received one (1) bid for TXDOT Green Ribbon Program Project for landscaping improvement on IH-45 from W. Palestine to E. Dowdy Ferry Road from Central North Construction, LLC in the amount of \$225,042.50. TxDOT has reviewed the bid proposal and recommend awarding the contract to Central North Construction, LLC.

Budget Implications

\$225,042.50

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommend approving resolution R2025-07-1273

Supporting Documentation and Attachments



MEMO

June 20, 2025

To: Brian R. Barth, P.E.
Deputy Executive Director, Program Delivery

Through: Jessica Butler, P.E.
Director of Engineering & Safety Operations

DocuSigned by:
Jessica Butler
00B7C02688034DD...

From: Duane S. Milligan, P.E.
Construction Division Director

DocuSigned by:
D. S. Milligan
361344A1074C4B6...

Subject: Award of a Local Government Project, Dallas County

Control: 0092-02-149
Project: F 2025 (853)
Highway: IH 45
Dallas County

The above referenced landscape development project has been reviewed. The City of Hutchins and the Dallas District recommend awarding the contract to Central North Construction, LLC. The total amount of the low bid was \$225,042.50, which is 15.5 percent under the engineer’s estimate of \$266,446.00. Funds for this project are allocated in accordance with the Federal Project Authorization and Agreement (FPAA). The city is responsible for any costs above the maximum authorized federal and state amounts.

Attached are the State Letter of Authority (SLOA) for locally let projects and the FPAA, indicating clearances for the following:

- ◆ Right of way
- ◆ Encroachments
- ◆ Relocation assistance
- ◆ Utilities
- ◆ Environmental

DocuSigned by:
Brian R. Barth
6/25/2025
FA646C02AFF1450...

I concur with the recommendation.

We request your concurrence in the award of this project. If you have any questions, please call Duane S. Milligan, P.E., at 512/416-2456.

**CITY OF HUTCHINS, TEXAS
RESOLUTION NO. R2025-07-1273**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ACCEPTING THE BID PROPOSAL RECEIVED IN ASSOCIATION WITH THE TXDOT GREEN RIBBON PROJECT LANDSCAPING IMPROVEMENTS OF I-45 CITY OF HUTCHINS BEAUTIFICATION PROJECT; AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH CENTRAL NORTH CONSTRUCTION, LLC., IN AN AMOUNT NOT TO EXCEED \$225,042.50; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS the City accepted the bid proposal for the TxDOT Green Ribbon Project Landscaping improvements of I-45 City of Hutchins Beautification Project (“the “Project”); and

WHEREAS the City has accepted the bid proposal of Central North Construction, LLC. for the Project; and

WHEREAS the City Council of the City of Hutchins finds it in the best interest to the residents and businesses of the City of Hutchins to accept the bid proposal of Central North Construction, LLC., for the Project in an amount not to exceed \$225,042.50.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTCHINS, THAT:

SECTION 1. The City, acting through its governing body, hereby confirms that it accepts the bid proposal received by the City’s Department of Public Works on June 10, 2025.

SECTION 2. The City, acting through its governing body, hereby confirms that it awards the Project to Central North Construction, LLC., at the submitted bid proposal of \$225,042.50 as set forth in Exhibit “A” attached hereto and incorporated herein by reference.

SECTION 4. For and on behalf of the City Council, the City Administrator is hereby authorized to negotiate and execute a contract with Central North Construction, LLC., in the amount not to exceed \$225,042.50 for the Project.

SECTION 5. This Resolution shall become effective immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Hutchins, Texas, this the 8th day of July 2025.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary

EXHIBIT "A"
Central North Construction, LLC. Proposal

PROPOSAL SHEET

Variations from the specifications may be acceptable provided such differences are noted on the bid form and are deemed to be advantageous to the City.

Pursuant to the foregoing notice to bidders and general information, the undersigned bidder hereby proposes to do all the work and furnish all necessary superintendence, labor, machinery, equipment, tools, and materials to complete all the work upon which he bids. The undersigned, also, binds himself, on the acceptance of the proposal to execute a contract and bonds according to the accompanying forms for performing and completing the said work within the required time and furnish all required guarantees for the following prices to wit:

The undersigned Bidder hereby declares that he has visited the site of the work and has carefully examined and understands the Contract Documents pertaining to the work covered by the above bid, and he further agrees to commence work within ten (10) days after the date of written notice to do so, and to have 100% of the work on which he has bid complete within 120 consecutive calendar days.

Enclosed with this proposal is a Certified Check for _____ Dollars (\$ _____) or a Proposal Bond in the sum of \$11,252.13 or 5% which it is agreed shall be collected and retained by the Owner as liquidated damages in the event this proposal is accepted by the Owner within ninety (90) days after the bids are received and the undersigned fails to execute the contract and the required bond for the Owner within ten (10) days after the date said proposal is accepted, otherwise, said check or bond shall be returned to the undersigned upon request.

Receipt is hereby acknowledged of the following addenda to the contract documents:

- Addendum No. 1 dated _____ Received _____
- Addendum No. 2 dated _____ Received _____
- Addendum No. 3 dated _____ Received _____
- Addendum No. 4 dated _____ Received _____

**PROPOSAL SHEET
GREEN RIBBON PROJECT**

Item	Description	Unit	Quantity	Unit Bid Price	Amount Bid
100-7001	PREPARING ROW	AC	0.500	60,000.00	30,000.00
100-7013	TREE PROTECTION (INSTALL)	EA	4.000	100.00	400.00
100-7015	TREE PROTECTION (REMOVE)	EA	4.000	25.00	100.00
170-7001	IRRIGATION SYSTEM	LS	1.000	76,337.00	76,337.00
192-7001	MULCH	CY	57.000	38.00	2,166.00
192-7009	PLANT BED PREP	SY	540.000	1.20	648.00
192-7017	LANDSCAPE EDGE (TY I)	LF	1,439.000	8.50	12,231.50
192-7021	LANDSCAPE EDGE (CONC)	LF	181.000	65.00	11,765.00
192-7022	LOOSE AGGR GRND COVER	SY	10.000	400.00	4,000.00
192-7024	LOOSE AGGR GRND COVER (TY I)	CY	140.000	185.00	25,900.00
192-7027	PLANT MATERIAL (2 GAL)	EA	1,417.000	10.00	14,170.00
193-7001	LANDSCAPE ESTABLISH	MO	9.000	1,800.00	16,200.00
193-7007	IRRIG SYS OPER AND MAINT	MO	9.000	800.00	7,200.00
194-7010	RDSIDE AMENITY (BOULDER)	EA	6.000	800.00	4,800.00
194-7011	RDSIDE AMENITY	EA	13.000	400.00	5,200.00
500-7001	MOBILIZATION	LS	1.000	11,000.00	11,000.00
502-7001	BARRICADES, SIGNS AND TRAFFIC HANDLING	MO	3.000	500.00	1,500.00
505-7001	TMA (STATIONARY)	DAY	60.000	2.00	120.00
506-7044	BIODEG EROSN CONT LOGS (INSTL) (12")	LF	400.000	1.00	400.00
506-7046	BIODEG EROSN CONT LOGS (REMOVE)	LF	400.000	1.00	400.00
18	EROSION CONTROL MAINTENANCE: CONTRACTOR FORCE ACCOUNT WORK (PART)	LS	1.000	5.00	5.00

PROPOSAL SHEET
GREEN RIBBON PROJECT

Item	Description	Unit	Quantity	Unit Bid Price	Amount Bid
19	Bonds	LS	1	500. ⁰⁰	500. ⁰⁰
Total includes all materials, fees, parts, equipment, labor and bonds to complete project in place for Items 1-19. Maintenance bond is not an eligible pay item for federal reimbursement. Contractor must add amount. TOTAL					\$225,042. ⁵⁰
two hundred twenty-five thousand forty two dollars and Fifty cents.					

J. Hendrix
Signature

Jordan W. Hendrix
Printed Name and Title

Company Name: Central North Construction, LLC

Address: 5970 Lindsey Ln. Allen, TX 75002

Email: jhendrix@cnccllc.org Phone: 469.569.9781

CONTRACTOR'S BID BOND

KNOW ALL MEN BY THESE PRESENTS,

That we Central North Construction, LLC, Principal, and Employers Mutual Casualty Company a corporation duly organized under the laws of the State of Iowa, and authorized to issue surety bonds in the State of Texas, Surety herein, are held and firmly bound unto the City of Hutchins (Owner) in the sum of Five percent (5%) of Bid Amount dollars and cents (\$ 5% of amt bid) for the payment of which sum we will bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a bid to Owner on a contract for the Owner's GREEN RIBBON PROJECT

NOW, THEREFORE, if the Owner shall accept the bond of the Principal and the Principal shall enter into a contract with the Owner in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or contract documents with good and sufficient surety for the faithful performance of such contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such contract and give such bond or bonds, then this obligation shall be null and void, otherwise to remain in full force and effect and the amount hereof shall be paid to and retained by Owner as liquidated damages for Principal's failure to do so.

IN WITNESS WHEREOF, this instrument has been executed by the duly authorized representatives of the Principal and the Surety.

Signed and sealed this 10th day of June, 2025.

Central North Construction, LLC

Principal (Signature)

Typed / Printed Name

By: Senior official / I.P. Title

(NAME OF SURETY) Employers Mutual Casualty Company

By: Sam Sealer Attorney-in-Fact Sam Sealer





P.O. Box 712 • Des Moines, Iowa 50306-0712

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

KNOW ALL MEN BY THESE PRESENTS, that:

- 1. Employers Mutual Casualty Company, an Iowa Corporation
- 2. EMCASCO Insurance Company, an Iowa Corporation
- 3. Union Insurance Company of Providence, an Iowa Corporation
- 4. Illinois EMCASCO Insurance Company, an Iowa Corporation
- 5. Dakota Fire Insurance Company, a North Dakota Corporation
- 6. EMC Property & Casualty Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

Sam Sealer

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the Bid Bond

Any and All Bonds

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

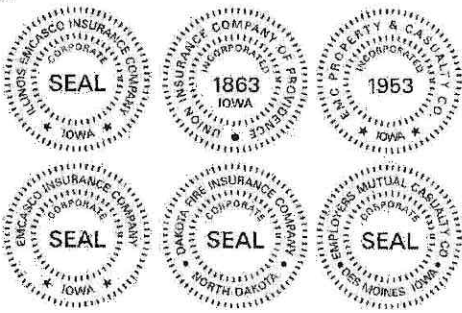
AUTHORITY FOR POWER OF ATTORNEY

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

RESOLVED: The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 22nd day of September, 2022.

Seals



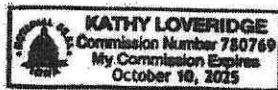
Scott R. Jean
Scott R. Jean, President & CEO
of Company 1; Chairman, President
& CEO of Companies 2, 3, 4, 5 & 6

Todd Strother
Todd Strother, Executive Vice President
Chief Legal Officer & Secretary of
Companies 1, 2, 3, 4, 5 & 6

On this 22nd day of September, 2022 before me a Notary Public in and for the State of Iowa, personally appeared Scott R. Jean and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the CEO, Chairman, President, Executive Vice President, Chief Legal Officer and/or Secretary, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Scott R. Jean and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2025.

Kathy Loveridge
Notary Public in and for the State of Iowa



CERTIFICATE

I, Ryan J. Springer, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 22nd day of September, 2022, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 10th day of June, 2025.

Ryan J. Springer
Vice President

State of Texas Child Support Business Ownership Form

County: Dallas

Project Name: Hutchins TxDOT I45 Green

TxDOT CSJ: 0092.02.149

LG Project Number: F2025 (853) Li Biron

Business Entity Submitting Bid: Central North Construction, LLC

Section 231.006, Family Code, requires a bid for a contract paid from state funds to include the names and social security number of individuals owning 25% or more of the business entity submitting the bid.

- 1. In the spaces below please provide the names and social security number of individuals owning 25% or more of the business.

Name	Social Security Number
<u>Paul Anderson</u>	<u>462.43.0160</u>
_____	_____
_____	_____
_____	_____

- 2. Please check the box below if no individual owns 25% or more of the business.

No individual own 25% or more of the business.

Except as provided by Section 231.302(d), Family Code, a social security number is confidential and may be disclosed only for the purpose of responding to a request for information from an agency operating under the provisions of Part A and D to Title IV of the Federal Social Security Act (42 USC Section 601-617 and 651-699).

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

The information collected on this form will be maintained by City of Hutchins, TX (Enter Local Government Name). With few exceptions, you are entitled on request to be informed about the information collected about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you also are entitled to receive and review the information. Under Section 559.004 of the Government Code, you are also entitled to have information about you corrected that you believe is incorrect.

Paul Anderson

6/10/2025

Signature

Date

Paul Anderson

Printed Name

IF THIS PROJECT IS A JOINT VENTURE,

ALL PARTIES TO THE JOINT VENTURE MUST PROVIDE A COMPLETED FORM.

CITY OF HUTCHINS INVITATION TO BID

Bid Name: TXDOT GREEN RIBBON PROJECT

Project Number: F 2025(853)

Bid Advertisement Dates: May 12, 2025 and May 19, 2025

Bid Submittal Location: City Hall, 321 N. Main Street,
Hutchins, Texas 75141

Closing (Due) Date: June 10, 2025, at 2:00 p.m.
City Council Chambers
Bids will be publicly opened at this time.

Questions on the bid process or procedures may be directed to: Director of Public Works, Mamun Yusuf by email at myusuf@cityofhutchins.org or by phone at (972) 225-6121.

Sealed bids must be returned in a sealed envelope, addressed to the City of Hutchins, Director of Public Works with the bid name and number on the envelope. Bids may not be altered, amended or withdrawn after the official opening.

The following proposal/bid is made for furnishing the materials/services for the City of Hutchins, Texas.

The undersigned declares that the amount and nature of the materials/services to be furnished is understood and that the nature of this proposal is in strict accordance with the conditions set forth and is a part of this proposal, and that there will at no time be a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the proposals are opened.

The undersigned hereby proposes to complete the project at the unit prices quoted herein after notice of proposal award.

The undersigned affirms that they are duly authorized to execute this contract that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this type of business prior to the official opening of this proposal.

Bid Acknowledgement

Signature Jordan Hurreix

Print Name and Title: Jordan Hurreix - Senior Estimator

Company: Central North Construction, LLC

Date: 6-10-2025

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All construction must comply with current TxDOT 2024 Standards and Specifications If there is any conflict in the contract language, TxDOT Item 1-9L, Special Provisions, and Special Specifications will prevail.”

VENDOR INFORMATION SHEET

Please Type or Print

Company Name	Central North Construction, LLC		Contact Person	Jordan Hendrix	
Payment Address:	5970 Linosey Lane				
Mailing Address:	Allen, TX 75002				
Phone:	469-569-9781	Fax	972-442-2199		
Email:	jhendrix@cnccllc.org				
Website:	N/A				
Is your company a woman or minority owned business with a minimum 51% ownership?			Yes	No <input checked="" type="checkbox"/>	
If Yes, Is your company certified? Please include a copy of your certificate with this bid package.			Yes	No <input checked="" type="checkbox"/>	
Texas Certifying Agency	N/A				
Certification #	N/A	Expiration Date:	N/A		
Will subcontractors be used for this project? If yes, please list certification information on a separate form and include a copy of certificate.			Yes	No <input checked="" type="checkbox"/>	
Federal ID #:	N/A	Type of Business:	Corporation	Sole Proprietor	Partnership
		Other:	N/A		
How did you hear about this project and where did you receive the document from? Please check appropriate box below.					
CIVCAST	Focus Newspaper	Demandstar/Onvia	City of Hutchins Website <input checked="" type="checkbox"/>	Via Telephone from Purchasing Agent	Plan Room
Plan Room Which One?	City of Hutchins Website				
Other:					
Cooperative (Inter-local) Agreements Should other Government Entities decide to participate in this contract, would you, the Vendor, agree that all terms, conditions, specifications, and pricing apply? See General Terms and Conditions for further information.			Yes <input checked="" type="checkbox"/>	No	

STATE RECIPROCAL REQUIREMENT

The City of Hutchins, as a governmental agency of the State of Texas, may not award a contract for general construction, improvements, services or public works projects or purchases of supplies, materials, or equipment to a non-resident bidder unless the non-resident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a non-resident bidder to obtain a comparable contract in the state in which the non-resident's principal place of business is located (Article 601g v.t.c.s.). Bidder shall answer all the following questions by encircling the appropriate response or completing the blank provided.

- 1. Where is your principal place of business? Allen, Texas
- 2. Only if your principal place of business is not in the state of Texas, please indicate:
 - A. In which state is your principal place of business located? _____
 - B. Does that state favor resident bidders (bidders in your state) by some dollar increment or percentage? YES NO
 - C. If "YES", what is that dollar increment or percentage? _____

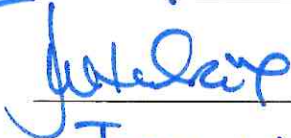
NON-COLLUSION STATEMENT

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firms, partnership, or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employer or agent to any other person engaged in this type of business prior to the official opening of this bid.

Vendor: Central North Construction, LLC

Address: 5470 LINDSEY LANE

City, State, Zip: Allen, TX 75002

Signature of company official authorizing this bid: 

Printed Name: Jordan Henderson

Title: Senior officer / V.P.

Form **W-9**
(Rev. January 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific
Instructions on
page 2.

Name (as shown on your income tax return)

Business name, if different from above
Central North Construction, LLC

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other **S-Coop** Exempt from backup withholding

Address (number, street, and apt. or suite no.)
5970 Kinosey Ln.

City, state, and ZIP code
Aiken, TX 75002

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

--	--	--	--	--	--	--	--	--	--

or

Employer identification number

20-2537237

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of U.S. person **[Signature]**

Date **6/10/25**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding,
- or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

• Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

STATE OF TEXAS – FORM CIQ CONFLICT OF INTEREST QUESTIONNAIRE

For A Vendor or Other Person Doing Business with the City of Hutchins

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose on this form the vendor name, person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, the questionnaire must be filed with the Finance Director of the City of Hutchins not later than the 7th business day after the date the person becomes aware of the facts that require the statement to be filed.

Please return the completed form to City of Hutchins, Attn: Finance, PO Box 500, Hutchins, TX 75141.

See Section 176.006 of the Local Government Code for further details. Note: A person commits an offense (Class C misdemeanor) if the person violates Section 176.006.

A City of Hutchins employee or officer is defined as a member of the Hutchins City Council, person serving on any City board, and any employee of the City that makes purchasing decisions or recommendations regarding the use of funds of the City or said corporations.

1. Please provide the following information:

Company Name:	Central North Construction, LLC <input type="checkbox"/>
Representative Name:	Jordan Hundley - V.P.
Address / Phone:	5970 Lindsay Ln. Allen, TX 75002

2. Check this box if you are filing an update to a previously filed questionnaire.

3. Name of each employee, official, or contractor of the City of Hutchins who makes purchasing decisions or recommendations regarding the use of funds of the City or corporations listed above and describe the affiliation or business relationship with your firm.

Name	Affiliation or Business Relationship
NONE	NONE

State of Texas-Conflict of Interest Form (CIQ)
Continued
Page 2

Complete item 4 below only if you have listed someone in item 3 on the previous page. This section must be completed for each officer with whom the vendor/business (filer) has an affiliation or other relationship. Attach additional pages, if necessary.

4. Name of City of Hutchins officer with whom the vendor/business has affiliation or business relationship.

NONE / N/A

A	Is the City of Hutchins employee or officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?	YES	NO <input checked="" type="checkbox"/>
B	Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the City of Hutchins officer named in this section and the taxable income is not from the City of Hutchins?	YES	NO <input checked="" type="checkbox"/>
C	Is the filer of this questionnaire affiliated with a corporation or other business entity that the City of Hutchins employee or officer serves as an officer or director, or hold an ownership of 10 percent or more?	YES	NO <input checked="" type="checkbox"/>
D	Describe each affiliation or business relationship.		
	NONE		

5. Signature



Signature of person doing business with the City of Hutchins (filer)

6/10/25

Date

REFERENCE PAGE

Please list five companies, preferably government, that your company has done business with over the last two years. Please list all government agencies that your company has done business with at the bottom of this form.

1. City of Murphy, Tx DAVID Garcia
 COMPANY NAME CONTACT PERSON
206 N. Murphy Rd. MURPHY TX 75094
 STREET ADDRESS CITY STATE ZIP
972-468-4023 DGarcia @ murphytx.org
 TELEPHONE NUMBER EMAIL ADDRESS
LANDSCAPE - Concrete - Irrigation - Boring - Murphy Medians PRODUCTS
 CURRENTLY BEING USED

2. City of McKinney Mary Sillito
 COMPANY NAME CONTACT PERSON
401 E Virginia St. McKinney Tx 75069
 STREET ADDRESS CITY STATE ZIP
Mary Sillito 972-547-7331 MSillito @ mckinneytexas.org
 CONTACT PERSON TELEPHONE NUMBER
LANDSCAPE - Irrigation - Concrete - US75 & Virginia Pkwy PRODUCTS
 CURRENTLY BEING USED Green Ribbon

3. Cedar Hill / Dancoville US67 Green Ribbon - Steve Schell
 COMPANY NAME CONTACT PERSON
285 Uptown Blvd. Cedar Hill TX 75104
 STREET ADDRESS CITY STATE ZIP
214-587-6148 Steve.Schell @ CedarHilltx.com
 TELEPHONE NUMBER EMAIL ADDRESS
LANDSCAPE - Irrigation - Concrete - Monuments PRODUCTS
 CURRENTLY BEING USED

4. TxDOT Parker County Area Office Korey Coburn
 COMPANY NAME CONTACT PERSON
Parker / Palo Pinto AREA OFFICE
 STREET ADDRESS CITY STATE ZIP
682-229-2800 Korey.Coburn @ txdot.gov
 TELEPHONE NUMBER EMAIL ADDRESS
LANDSCAPE Irrigation - Concrete CURBS - Boring - Pavces PRODUCTS
 CURRENTLY BEING USED

5. City of Hurst, Tx Eric STARNES
 COMPANY NAME CONTACT PERSON
1505 Precinct Line Rd Hurst, Tx TX 76054
 STREET ADDRESS CITY STATE ZIP
817-788-7218 estarnes @ hursttx.gov
 TELEPHONE NUMBER EMAIL ADDRESS
LANDSCAPE - Irrigation - Concrete PRODUCTS
 CURRENTLY BEING USED

Government Agencies:

- TxDOT Dallas County
- TxDOT Denton County
- TxDOT TARRANT N. County
- TxDOT TARRANT S. County

- TxDOT Harris County
- TxDOT Parker County

**PAYMENT VERIFICATION
SUBCONTRACTOR AND SUPPLIER LIST**

The City of Hutchins is required by law to pay for work/services received in a prompt manner of Net 30 from date of the invoice. In addition, we have an internal policy that requires all contractors to pay his/her subcontractors and suppliers within fifteen days of receipt of our payment. Please list all subcontractors and suppliers below, including company, contact, phone, fax and email.

Company Name:				Company Name:			
Phone:				Phone:			
Address: NO				Address: No SUBS			
Email: SUBS				Email:			
Subcontractor:		Supplier		Subcontractor:		Supplier	
Company Name:				Company Name:			
Phone:				Phone:			
Address: No SUBS				Address: No SUBS			
Email:				Email:			
Subcontractor:		Supplier		Subcontractor:		Supplier	
Company Name:				Company Name:			
Phone:				Phone:			
Address: No SUBS				Address: No SUBS			
Email:				Email:			
Subcontractor:		Supplier		Subcontractor:		Supplier	
Company Name:				Company Name:			
Phone:				Phone:			
Address: No SUBS				Address: No SUBS			
Email:				Email:			
Subcontractor:		Supplier		Subcontractor:		Supplier	
Company Name:				Company Name:			
Phone:				Phone:			
Address: No SUBS				Address: No SUBS			
Email:				Email:			
Subcontractor:		Supplier		Subcontractor:		Supplier	

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p style="text-align: center;">OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center;"><u>NONE</u></p>	

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

NONE

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

NONE - juu 6/10/2015

Signature of vendor doing business with the governmental entity Date

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

Attachment G

NON-COLLUSION AFFIDAVIT

STATE OF TEXAS §
COUNTY OF TRAVIS §

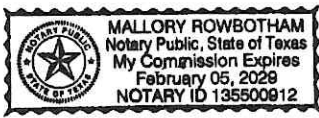
By the signature below, the signatory for the bidder certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

Signature: [Handwritten Signature]
Printed Name: [Handwritten Name]
Title: [Handwritten Title]
Company: [Handwritten Company]
Date: [Handwritten Date]

SUBSCRIBED and sworn to before me the undersigned authority by [Handwritten Name] the [Handwritten Title] of [Handwritten Name] on behalf of said bidder.

[Handwritten Signature]
Notary Public in and for the
State of Texas

My commission expires: [Handwritten Date]



DISCLOSURE OF LOBBYING ACTIVITIES

OMB Control Number: 4040-0013
Expiration Date: 2/28/2025

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance NONE	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award NONE	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____ Congressional District, if known: _____		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: NONE		
6. * Federal Department/Agency: _____	7. * Federal Program Name/Description: _____ CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant: Prefix _____ * First Name _____ Middle Name _____ * Last Name _____ Suffix _____ * Street 1 _____ Street 2 _____ * City _____ State _____ Zip _____		
b. Individual Performing Services (including address if different from No. 10a) Prefix _____ * First Name _____ Middle Name _____ * Last Name _____ Suffix _____ * Street 1 _____ Street 2 _____ * City _____ State _____ Zip _____		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: _____ * Name: Prefix _____ * First Name <u>Jordan</u> Middle Name <u>WADE</u> * Last Name <u>HURDIX</u> Suffix _____		
Title: <u>Senior estimator</u> Telephone No. <u>469-569-9781</u> Date: <u>10/10/25</u>		
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